

5/3/2021

TEVTA Employees SERVICE REGULATIONS 2011

Amended Version



Technical Education & Vocational Training Authority
Government of the Punjab
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CHAPTER – I

GENERAL

In exercise of powers conferred under section 24 of the Technical Education and Vocational Training Authority Act-2010 and rules made there under, the Authority is pleased to approve the following service regulations.

1. Short Title and Commencement

- a) These regulations may be called “**TEVTA Employees Service Regulations**”.
- b) These regulations shall come into force at once.
- c) These regulations shall apply to all TEVTA employees of the Authority. These regulations shall also apply to persons who are on deputation with the Authority only in so far as they are not in conflict with the terms and conditions of their deputation or with the other rules applicable to them.

2. General

- a) The Authority reserves the right of interpreting these regulations or any supplementary regulations made in conjunction with these regulations.
- b) These regulations shall be read in conjunction with any existing and future enactment applicable to the Authority.
- c) In all matters not provided for in these regulations the decision of the Authority or of the Chairperson in respect of matters delegated to him by the Authority shall be final.

3. Definitions

- (a) “**Authority**” means the Punjab Technical Education and Vocational Training Authority (TEVTA);
- (b) “**Appellate Authority**” means Authority next above the competent authority to which the appeal lies against the order(s) of competent Authority.
- (c) “**Act**” means Punjab Technical Education and Vocational Training Authority Act-2010.
- (d) “**Chairperson**” means the Chairperson of the Authority;
- (e) “**Chief Executive officer**” means Chairperson of the Authority.
- (f) “**Chief Operating Officer**” means the Chief Operating Officer of the Authority;
- (g) “**Competent Authority**” means the Chairperson, Chief operating officer and any other officer of the Authority to whom any power is delegated by the Authority.
- (h) **Contract / Contingent / Temporary Employee:** means a person appointed on contract / contingent / temporary basis including visiting teacher and daily wage staff for a specified short period of time on such terms and condition as may be contained in such contract.
- (i) **Daily Allowance:** means an allowance granted to an employee to cover the daily expenses at an outstation duty.
- (j) **Family:** includes self, spouse and unmarried dependent children, however male children up to the age of 25 if full time student of recognized institute otherwise up to the age of 21.
- (k) “**Government**” means the Government of the Punjab;

- (l) **“Government of the Punjab”** means Chief Executive of the province or any officer designated by him on his behalf;
- (m) **Leave:** means the leave sanctioned by the competent authority
- (n) **“Member”** means a member of the Authority;
- (o) **“Officer”** is an employee of TEVTA holding a position equivalent to BS-17 and above;
- (p) **“Prescribed”** means prescribed by the rules, regulations, SOP or policy directions given from time to time;
- (q) **“Regulations”** means regulations framed under the Act and the rules made there under;
- (r) **“Rules”** means rules made under the Act;
- (s) **TEVTA Employee:** means an employee who has been employed against a regular vacancy created by the Authority or the government.
- (t) **Traveling Allowance:** means an allowance granted to an employee to cover the expenses for traveling for the business of the Authority

4. Working Hours

TEVTA Secretariat, all field offices and Institutes/Centers will generally observe the following working hours or as prescribed by the Chairperson.

Days	TEVTA Secretariat	Institutes / Centers
Monday to Thursday	9:00 AM to 5:00 PM	8:00 AM to 03:00 PM
Friday	9:00 AM to 5:00 P.M	8:00 AM to 01:00 PM
Saturday	Holiday	8:00 AM to 03:00 PM

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5. Working Hours During Ramzan – UL – Mubarik

Days	TEVTA Working Hours	Institutes Working Hours
Monday to Thursday & Saturday	9:00 AM to 2:00 PM	At least 30 hrs per week
Friday	9:00 AM to 1:00 PM	

Note:

As an exception Chairperson may give the approval to change the working hours of Institutes or any course. Institute can adjust their working time according to seasonal / local needs subject to approval of Chairperson. However, on, of working hours should remain the same. Timing of staff shall be 15 minutes before & 15 minutes after the training timings. Working hours for 2nd shift at Institutes, as notified by TEVTA from time to time.

CHAPTER – II

RECRUITMENT POLICY

1. Policy

- a) To lay down merit based procedure for recruitment of employees.
- b) To lay down procedures to select right men for the right jobs on merit in order to attain optimum efficiency and productivity.

2. Objective

The objective of the policy is to establish a rational and merit based system for recruitment of employees in TEVTA

3. Creation And Abolition of Posts

The Competent Authority may at any time create or abolish any post or posts in any class whether permanent or temporary.

4. Recruitment

- a) The recruitment procedure specified in these regulations and required qualifications/experience for each cadre to be borne on the strength of Authority will remain applicable. The Authority reserves the right to amend, change or otherwise as the case may be.
- b) No person shall be appointed against any post in the Authority unless he/she possesses minimum prescribed qualification/experience for such post.

5. Selection Committee

The Competent Authority may constitute the selection committee for recruitment of employees. The recommendations of the selection committee shall be referred to the appointing authority for final selection and approval, as laid down in the recruitment procedure for authority employees.

6. Appointments

- a) All appointments shall be made by the Competent Authority as described in these regulations.
- b) An initial appointment to a post shall be made as per discretion and requirement of TEVTA.

6-A. Probation¹

- a) An appointment to a post shall be subject to the completion of a **probation period of one (01) year**.
- b) On the completion of initial probation period, the appointing authority may, by a specific order extend the **probation period for another one (01) year**
- c) The appointing authority reserves the right to terminate employment during the entire probation period with or without assigning any reason.
- d) If no such order, as mentioned in clause (b&c) is issued, the services of the employee shall be deemed to have been confirmed.

7. Recruitment Procedure

- a) All recruitments will be merit based as per prescribed criteria.
- b) All appointments in TEVTA will be made through advertisement in the press. Competent Authority will advertise the posts in one English and one Urdu newspaper having circulation in that District/Zone or Province.
- c) No person shall be appointed against any post in TEVTA unless, the said post is created by the Authority/Government and same is notified/endorsed by finance wing of TEVTA.

¹Added Vide 9th Emergent meeting of Authority, dated 11-1-2021; and subsequent notification No.TEVTA/Ammends-TSR/2021 dated 04-2-2021

- d) No person shall be appointed against any post in TEVTA unless he / she possess minimum prescribed qualification/ experience for each post.
- e) All appointments in TEVTA shall be subject to verification of academic/ professional qualification, personal data and antecedents of successful candidates prior to or after the appointment. The concerned Head of Institution / Officer (as the case may be), will be solely responsible for such verification.
- f) No person shall be eligible for appointment in TEVTA unless he / she fulfils the following conditions:-
 - i) His / her age should be up to the 55 years for the posts in PS-17 and above.
 - ii) His / her age should not be less than 18 and more than 40 years for the posts in PS-5 to PS-16
 - iii) His / her age should not be less than 18 and more than 35 years for the posts in PS-1 to PS-4.
 - iv) In case any applicant is found fit for recruitment all selected candidates will have to obtain medical fitness certificate from Government Hospital specified for this purpose by TEVTA.
- g) The persons selected for appointment in TEVTA shall have to signify acceptance of the terms and conditions of their appointments by returning the duplicate copy of the letter of appointment duly signed to the concerned appointing authority along with attested copies of National Identity Card and other certificates / documents as may be required.
- h) Every person offered employment with TEVTA will submit a joining report at the time of resuming his / her duties.

- i) All selected candidates for appointment shall be offered employment as per formats prescribed for such employment.
- j) To meet an urgent need, Chairperson, TEVTA may authorize any appointing authority to make an appointment on ad hoc basis for a period not exceeding six months provided the person so appointed is otherwise eligible for the post.

(Note:-The procedure / policy of the Punjab Government for ad hoc appointments shall be followed)

8. Appointment on Temporary / Contract²

The Authority may appoint any person on temporary / contract basis against regular vacancy (without following the appointment procedures) for a period not exceeding 180 days. However, under special circumstances, the Authority may extend the contract of employee for another term of 180 days.

9. PROMOTIONS

- a. This promotion policy shall be applicable to all the TEVTA employees.
- b. Promotion shall not be claimed by any employee as of right.
- c. The posts reserved for promotion for the employees of the Govt. and PSIC transferred enbloc to TEVTA shall be filled by promotion in accordance with Service and Recruitment Rules, applicable to the respective categories of the employees.
- d. If none is available for promotion from amongst the above categories of employees, the vacancies shall be filled from amongst the employees of the Authority who are otherwise eligible for promotion under TEVTA Service Rules.
- e. The TEVTA employees shall be eligible to be considered for appointment by promotion to higher posts created by the Authority or the Government after inception of TEVTA, subject to vacancy, qualification, experience and required length of service.

² Approved in 9th Emergent Meeting of the Authority held on 11.01.2021 and notified vide no. TEVTA/M-HR/Amend-TSR/2021 dated 04.02.2021

- i) In the case of a selection post (PS-19 and above), on the basis of selection on merit for posts in PS-19 and above.
- ii) In the case of a non-selection post (PS-17 and PS-18), on the basis of seniority-cum-fitness.
- iii) Appointments by promotions to posts in various grades shall be made on the recommendations of the appropriate Promotion/ Selection Committee.

9.1) **Procedure for Promotion**

The promotion Committee shall be competent.

- a) To make recommendations for promotion of the eligible employees.
- b) Recommended deferment for promotion of the employees whose cases are incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be re-considered when the cause of deferment is removed.
- c) Those found unfit for promotion shall be recommended to be superseded.
- d) An employee who is superseded for promotion for the first time shall be considered after one year having earned report for performance evaluation of one year.
- e) An employee who is again superseded shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded for good.
- f) An employee on promotion will get financial benefit of at least one premature increment in the high pay scale with fixation of pay at the next above stage in the new pay scale.

9.2) **Regular promotion**

- a) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.
- b) An employee shall not be entitled to promotion from an earlier date except in the case of pro forma promotion.
- c) A retired employee shall not be eligible for grant of promotion provided that he may be considered for grant of pro forma promotion as may be prescribed.

9.3) **Appointment by Promotion on Officiating Basis**

- a) Where a post falls vacant as a result of deputation, posting outside cadre, leave suspension or appointment on acting-charge basis of the incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer, the appointment authority may make appointment by promotion against such post on officiating basis.
- b) Provided that a post reserved for regular promotion, on deferment of an employee due to any reason, may be filled by promotion on officiating basis.
- c) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the Chairman of the appropriate selection committee.
- d) An officiating promotion shall not confer any right of promotion on regular basis but shall be liable to be terminated as soon as a person becomes available for promotion on regular basis.

9.4) **Appointment on Acting Charge Basis**

Appointment on acting –charge basis may be made in the manner hereinafter prescribed:-

- a) The appointing authority may fill a post reserved for departmental promotion by appointing on acting charge basis, the most senior employee of the cadre or service

concerned, who possesses at least three fourth of the prescribed length of service or the experience for the post or both, as the case may be, and is otherwise eligible for promotion excepted for the prescribed length of service and the experience.

- b) Where the appointing authority is satisfied on report of the selection authority that no suitable officer is available to fill a post in grade 17 and above reserved under the rule to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled, it may appoint to that post on acting charge basis the most senior officer eligible for promotion to that post.
- c) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for a period of less than six months.
- d) No appointment on acting-charge basis shall be made without the recommendations of the concerned promotion committee as the case may be. Such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.

9.5) **Appointment on Current Charge basis.**

- a) Where a post is likely to remain vacant for a period of less than one year and the appointing authority does not consider it expedient to make an appointment on “ad-hoc” basis, it may appoint the senior most employee, who in the opinion of the appointing authority is eligible and suitable for promotion under the relevant rules, on current charge basis.
- b) An appointment made on current charge basis shall come to an end on appointment of an employee on regular basis or on the expiry of one year whichever is earlier.

9.6) **Probation On Promotion**

An employee of TEVTA, appointed against a post by promotion shall remain on probation for two years which can be extended for further period of three years.

9.7) **Seniority**

The appointing authority shall, for the proper administration of service or cadre, cause a seniority list of the holder of such service or post to be prepared separately, at least once a year, and circulate it to all members and may also place on the website (if available) of the authority.

a) **SENIORITY ON PROMOTION**

- i. Seniority in the post to which an employee is promoted shall take effect from the date of assuming the charge of that post;
- ii. Employees selected for promotion to higher posts in one batch shall, on their promotion to the higher post, retain their “inter-se” seniority as in the lower post; and
- iii. Employees eligible for promotion who could not be considered for promotion on account of circumstances beyond their control or whose cases were deferred while their junior’s were promoted to the higher post, shall, on promotion without supersession, take their seniority with the original batch.

b) **SENIORITY ON INITIAL APPOINTMENT**

The Seniority ‘inter se’ of persons appointed to the posts in the same grade functional unit shall be determined, In the case of persons appointed by the initial recruitment, in accordance with order of merit, assigned by the selection authority provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in later selection.

Provided that in the case of extraordinary leave without pay beyond 5 years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over an junior who may be promoted during his period and his name will be brought back on his seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on

extraordinary leave without pay beyond 5 years. If approved for promotion he will not regain his seniority.]

9.8 Promotion Framework³:

The Authority, in its 58th meeting held on 21.12.2016, approved the following Promotion Framework prepared in accordance with TEVTA Promotion Policy notified on 08.03.2013:

1. Method of Promotion for TEVTA employees who are eligible to be considered for promotion subject to vacancy, qualification, experience & required length of service will be as under:

- a. Selection on Merit for posts in PS – 19 & above.
- b. Seniority-cum-Fitness for posts up to PS – 18
- c. Promotion will be made on recommendations of appropriate promotion / selection committee

2. Cadres:

a. Management:

This cadre will be divided in following sub-cadres:

- i. General Management (Annexure-A)
- ii. MIS (Annexure-B)
- iii. Legal (Annexure-C)
- iv. C&C (Coordination & Communication) (Annexure-D)
- v. Finance (Annexure-E)
- vi. Development & Service Centers (Annexure-F)
- b. Teaching Male (Annexure-G)
- c. Teaching Female (Annexure-H)

3. Required Length of Service for Promotion will be at least 5 years TEVTA Service in previous scale

4. Salient features:

A. Management Cadre:

- i. Separate seniorities at 03 Zones & Secretariat Level for staff in (PS-05) to (PS-

³ Approved in 58th Meeting of Authority and notified vide no. TEVTA/HRM/TSR/2016-17/557 in accordance with TEVTA Promotion Policy notified on 08.03.2013

16) will be maintained.

- ii. Separate seniorities for field & Secretariat for staff in PS-17 will be maintained
- iii. Combined Seniority will be maintained for staff in PS-18 & above.
- iv. Time scale promotion will be granted as per Govt. Notifications.

B. Teaching Cadre (Male):

• PS-17 to PS-20

- i. Promotion from PS-17 to PS-20 will be considered jointly (All Streams will be combined) i.e. GTTCs, GTTIs, ATCs, GSTCs & GCTs etc. (Male institution only).
- ii. For each scale technology wise separate seniorities will be maintained.

• PS-14 to PS-17

- i. Promotion from PS-14 to PS-17 other than GCTs will be considered jointly i.e. (GTTCs, GTTIs, ATCs, GSTCs) (Male institutions only)
- ii. For each scale Technology / Trade wise separate seniorities will be maintained.
 - The post indicated in Framework which is not maintained in the Benchmark, the promotion on those posts will only be granted after the approval of the competent authority.
 - Related studies teacher will not be promoted as Principal.
 - Time scale promotion will be granted as per Govt. Notification.

C. Teaching Cade (Female)

• PS-17 to PS-20

- iii. Promotion from PS-17 to PS-20 will be considered jointly (All Streams will be combined) i.e GTTCs, GTTIs, GVTIs, GSTCs, & GCTs, etc. (Female institution only).
- iv. For each scale Technology wise separate seniorities will be maintained.

• PS-14 to PS-17

- i. Promotion from PS-14 to PS-17 other than GCTs will be considered jointly i.e. (GTTCs, GTTIs, GVTIs & GSTCs) (Female institution only)
- ii. For each scale Technology / trade wise separate seniorities will be maintained.
 - The post indicated in Framework which is not mentioned in the Benchmark, the promotion on those posts will only be granted after the approval of the competent authority.
 - Related studies teacher will not be promoted as Principal.
 - Time scale promotion will be granted as per Govt. Notification.

5. TEVTA Promotion / Selection Committees:

For PS – 19 and above:

- | | | |
|------|---|------------|
| i. | Chairman / COO / Member Board | (Chairman) |
| ii. | Board Member – I | (Member) |
| iii. | Secretary or Nominee (IC&I Dept. Punjab Lahore) | (Member) |
| iv. | Chief Operating Officer | (Member) |
| v. | Director General (Concerned) | (Member) |
| vi. | Director General (HRM) | (Member) |

For PS-17 & PS 18

- | | | |
|------|------------------------------------|--------------------|
| i. | COO* | (Chairman) |
| ii. | Director General (HRM) | (Member) |
| iii. | Director General (concerned) | (Member) |
| iv. | Additional Director General(Admin) | (Member) |
| v. | Director (HRM) | (Member-Secretary) |
- *in absence of COO, Director General (HRM) will chair the meeting

For PS-05 & PS-16

- | | | (TEVTA Secretariat) |
|------|--|---------------------|
| i. | Director General (HRM) | (Chairman) |
| ii. | Additional Director General(Admn) | (Member) |
| iii. | Additional Director / Director (Concerned) | (Member) |
| iv. | Director (HRM) | (Member) |
| v. | Deputy Director / Assistant Director (HRM) | (Member-Secretary) |

For PS-05 & PS-16

- | | | (Field) |
|------|--|------------|
| i. | Director General (concerned) | (Chairman) |
| ii. | Regional Director / Director (Concerned) | (Member) |
| iii. | Director (Concerned) | (Member) |
| iv. | Senior Principal | (Member) |

v. Representative (HRM)

(Member-Secretary)

10. Special Assignment

Chairperson may appoint any person from the market for special assignments like development of curriculum / manual / software etc. However, if total emoluments are more than Rs.150,000/- per assignment, the decisions of Chairperson shall be presented to the authority for ratification.

11. Appointing Authorities

The following are declared as Appointing Authorities for various categories of posts in TEVTA Head Office, Field Offices and Institutions:-

A) APPOINTING AUTHORITIES FOR RECRUITMENT AT TEVTA HEAD OFFICE⁴

Sr. No.	Name of the post	Appointing Authority
1	For the posts of Director General / ADDITIONAL DIRECTOR GENERAL/ Regional Directors / Directors / District Directors and equivalent.	Chairperson TEVTA
2	For the posts of HOD/ Principals / Chief Instructors / Project Directors and equivalent (PS-19 and equivalent)	Chairperson TEVTA
3	For the posts of Deputy Directors / Sr. Programmers and equivalent.	COO, TEVTA
4	For the posts of Assistant Directors, Officers and posts equ in PS-16 & 17	GM (HRM)
5	All posts of PS 5 to PS-6	ADDITIONAL DIRECTOR

⁴ Vide 45th Board meeting, dated 15-02-2013; and subsequent notification No.TEVTA/Admin/20-66 dated 08-03-13

		GENERAL(Admin)
6	For the posts of Drivers / Naib Qasid / Mali / Chowkidar/ Sweepers etc. (PS-1 to PS-4)	ADDITIONAL DIRECTOR GENERAL(Admin)

(B) APPOINTING AUTHORITIES FOR RECRUITMENT IN FIELD OFFICES / INSTITUTIONS

Sr. No:	Name of the post	Appointing Authority
1.	For the posts of Professors / Principals / Vice Principals / Project Directors (PS-19 and equivalent).	Chairperson TEVTA
2.	For the posts of / Assistant Professors / Principals / Deputy Director, (PS-18 and equivalent).	COO TEVTA
3.	For the posts of Lecturers / Assistant Directors /DPE/Librarian/Registrar/Project Officer / Principal /Instructors (PS -17 and equivalent).	Director General concerned
4.	For posts of Trade Instructors / Assistants /Boiler Supervisor/Dispenser/Computer Operator/PA/Draftsman/Accountant/Accounts Clerk in PS-15 & 16 and equivalent of the institutions / field offices.	Regional Director concerned/ ADDITIONAL DIRECTOR GENERAL/Director concerned.
5.	All operational posts in PS-01 to PS-16 or equivalent in Zonal Offices of TEVTA	Regional Director concerned
6.	All posts in PS-01 to PS-14 or equivalent in District /Field Offices of TEVTA	District Director /ADDITIONAL DIRECTOR GENERAL/Director concerned
7.	All posts of Teaching / Non-Teaching staff in	Head of the Institution / field

	PS-05 to PS-14 or equivalent of the Institutions / field offices.	office in PS-18 and above. In case Head of Institution / field office is below PS-18 then the District Director / Director concerned will act as appointing authority.
8.	All posts in PS-01 to PS-04 or equivalent, in the Institution / field offices.	Head of the Institution / field office of PS-16 and above. In case Head of Institution / field office is below PS-16 then the District Director, / Director concerned will act as Appointing Authority.

12. Selection Committees

The following are the selection committees for appointment of various categories of staff:-

TEVTA HEAD OFFICE

A) SELECTION COMMITTEE FOR THE POSTS OF GENREAL DIRECTORS.

Sr. No.	Designation	Status
1.	Chairperson TEVTA	Chairperson
2.	Member TEVTA Board	Member
3.	Member TEVTA Board	Member
4	Chief Operating Officer	Member/ Secretary

B) SELECTION COMMITTEE FOR THE POSTS OF DEPUTY DIRECTOR GENERALS/REGIONAL DIRECTORS/DIRECTORS AND DISTRICT DIRECTORS.⁵

Sr. No.	Designation	Status
1	Chairperson TEVTA	Chairperson
2	Member TEVTA Board	Member
3	COO, TEVTA	Member
4	Director General concerned	Member
5	ADDITIONAL DIRECTOR GENERAL(Admin)**	Member / Secretary
6	Any co-opted member appointed by Chairperson TEVTA	Co-opted member

C) SELECTION COMMITTEE FOR THE POSTS OF DEPUTY DIRECTORS / ASSISTANT DIRECTORS AND OFFICERS PS-16⁶

Sr. No.	Designation	Status
1.	Director General (HRM)	Chairperson
2.	Director General (Concerned)	Member
3.	ADDITIONAL DIRECTOR GENERAL/Director concerned.	Member
4.	Director (HRM)	Member/ Secretary

SELECTION COMMITTEE FOR THE POSTS OF PS-1 TO PS-15**

Sr. No.	Designation	Status
1	ADDITIONAL DIRECTOR GENERAL(Admin)	Chairman
2	Director (HRM)	Member
3	Director (Admin)	Member / Secretary

⁵ ibid

⁶ ibid

D) SELECTION COMMITTEE FOR THE POSTS OF DRIVER / NAIB QASIDS / CHOKIDAR / MALI / SWEEPERS ETC. (PS-01 TO PS-04 AND EQUIVALENT)

Sr. No.	Designation	Status
1.	Director (Admin)	Chairperson
2.	Director (Concerned)	Member
3.	Assistant Director (Admin.)	Member/ Secretary

FIELD FORMATION

E) SELECTION COMMITTEE FOR THE POSTS OF PS-19 & above.⁷

Sr. No.	Committee	Status
1.	Chairperson /COO / or Member Board (to be nominated by Chairperson)	Chairman
2.	Member TEVTA Board / GM Concerned	Member
3.	President BOM of concerned District	Member
4.	Subject Specialist from Industry in the relevant field (To be nominated by Chairperson)	Member
5.	Subject Specialist from TEVTA Institutes (To be nominated by Chairperson)	Member
6.	ADDITIONAL DIRECTOR GENERAL(Admin)**	Member
7.	ADDITIONAL DIRECTOR GENERAL/ Director (HR)	Member / Secretary

F) SELECTION COMMITTEE FOR THE POSTS OF ASSISTANT PROFESSORS / PRINCIPALS / DEPUTY DIRECTORS (PS-18 AND EQUIVALENT)⁸

1.	Member TEVTA Board / GM concerned	Chairman
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⁷Added Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

⁸Added Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

2.	President BOM of concerned district	Member
3.	Principal/Senior Faculty/Renowned Academician of universities/colleges	Member
4.	Subject Specialist from the local industry in the relevant field	Member
5.	Subject Specialist from TEVTA Institutes / offices	Member
6.	ADDITIONAL DIRECTOR GENERAL/ Director (HR)	Member
7.	District Director /Director Concerned	Member/ Secretary

G) SELECTION COMMITTEE FOR THE POSTS OF LECTURERS / ASSISTANT DIRECTORS / DPE / LIBERARIAN/REGISTRAR/PROJECT OFFICERS /PRINCIPALS ETC. (PS-15 TO PS-17 AND EQUIVALENT) ⁹

1.	Member TEVTA Board / GM concerned	Chairman
2.	President BOM of concerned district	Member
3.	Deputy Director General / Regional Director (SCs)	Member
4.	ADDITIONAL DIRECTOR GENERAL/ Director (HR)	Member
5.	Principal/Senior Faculty/Renowned Academician of universities/colleges in the zone/District.	Member
6	Subject Specialist from local industry in relevant field	Member
7	Subject Specialist from TEVTA Institution/offices	Member
8	District Director concerned / Assistant Director (SCs)	Member / Secretary

H) SELECTION COMMITTEE FOR THE POSTS OF TRADE INSTRUCTORS // ASSISTANTS / ACCOUNTANTS / CLERKS / DRIVERS / NAIB QASIDS ETC. IN PS-01 TO PS-14 OR EQUIVALENT

1.	Appointing Authority concerned	Chairperson
2.	Principal/Senior Faculty/Renowned Academician of universities/colleges in the zone/District.	Member

⁹ Added Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

3.	Subject Specialist from the local Industry in relevant field (for teaching posts only)	Member
4.	Subject Specialist from TEVTA Institution (for teaching posts only)	Member
5.	Assistant Professor / Assistant Director/ Next senior most staff member of the Institution /office concerned	Member / Secretary

Note: The recommendations of selection committees shall be approved by the respective appointing authorities before issuance of offer of appointments. If the appointing authority disagree with any of the recommendations of the selection committee, the said authority will send the case to the next higher authority with reasons to be recorded in writing for issuance of appropriate orders.

13. SELECTION CRITERIA

The following Selection Criteria shall be followed for recruitment against various categories of posts in TEVTA

A) **CRITERIA FOR RECRUITMENT IN PS-01 to PS-4 OR EQUIVALENT (HEAD OFFICE)**

Total Marks 100

(i) **Educational Qualification** Max. Marks 40

a. Where prescribed minimum qualification is literate or illiterate.

Literate or illiterate (for sweeper only)	20
Primary	30
Matric	40

b. Where prescribed minimum qualification is Primary

Primary	20
Middle	30
Matric	40

c. Where prescribed minimum qualification is Middle

Middle	20
Matric	30
Intermediate	40

d. Where prescribed minimum qualification is Matric

Matric	20
Intermediate	30
Graduation	40

(ii) **Experience in the relevant field** Max. Marks 40

(Over and above the experience prescribed in the service regulations should be supported by authentic evidence. Preference will be given to those having experience in Govt. Departments / Reputed Organizations)

a)	One Year	10
b)	Two years	20
c)	Three years	30
d)	Four years & above	40

(iii) **Interview** Maximum Marks 20

B. CRITERIA FOR POSTS IN PS-05 TO PS-10 & EQUIVALENT (HEAD OFFICE)

Total Marks 100

Distribution of marks will be as under:-

Sr.No.	Item	Marks
1	Qualification	40 Marks
2	Higher relevant Qualification (i.e. next above the qualification prescribed)	10 Marks. (One step higher = 7 Further higher = 10)

3	Experience in relevant field.	20 Marks (For over & above the prescribed experience One year = 10 Marks Two year = 15 Marks Three years & above = 20 Marks
4	Interview	30 Marks
	Total	100 Marks

Educational Qualification Max. Marks 40

a. Where prescribed minimum qualification is Matric / equivalent

Qualification	1 st Div.	2 nd Div.
Matric	40	30

b. Where prescribed minimum qualification is Intermediate/equivalent

Qualification	1 st Div.	2 nd Div.
Intermediate	20	15
Matric	20	15

c. Where prescribed minimum qualification is bachelors degree / equivalent

Qualification	1 st Div.	2 nd Div.
Bachelor / equivalent	20	15
Intermediate	10	08
Matric	10	07

C. CRITERIA FOR POSTS IN PS-11 & ABOVE OR EQUIVALENT (HEAD OFFICE)

Maximum Marks 100

Distribution of marks will be as under:-

Sr.No.	Item	Marks
1.	Qualification	40 Marks

2	Additional relevant qualification (i.e. more than requisite)	15 Marks. (One step higher = 10 Further higher = 15)
3	Experience	15 Marks (For over & above the prescribed relevant experience One year = 10 Marks Two year = 12 Marks Three years & above = 15 Marks)
4	Interview	30 Marks
	Total	100 Marks

- (i) The criteria for awarding marks of qualification will be as under:

Maximum – 40

Qualification	If qualification is Masters / equivalent degree		If qualification is Bachelor / equivalent degree		If qualification is Intermediate / equivalent degree		If qualification is Matric / equivalent degree	
	1 st div	2 nd div	1 st div	2 nd div	1 st div	2 nd div	1 st div	2 nd div
Matriculation or equivalent	06	04	08	06	18	10	40	30
Intermediate or equivalent	08	05	14	11	22	15		
Degree or equivalent	10	08	18	14				
Master or equivalent	16	10						
Total	40	27	40	31	40	35	40	30

FIELD FORMATION / INSTITUTIONS

A) CRITERIA FOR RECRUITMENT IN PS-01 to PS-4 OR EQUIVALENT ¹⁰

Distribution of Marks will be as under:

Total Marks

100

Sr. No.	Description	Marks
1	Qualification	50 Marks
2	Experience in relevant field	25 Marks
3	Domicile	15 Marks
4	Interview	10 Marks
Total		100 Marks

(i) Educational Qualification Max. Marks 50

a. Where prescribed minimum qualification is literate or illiterate.

Literate or illiterate (for sweeper only)	30
Primary	40
Matric	50

b. Where prescribed minimum qualification is Primary

Primary	30
Middle	40
Matric	50

c. Where prescribed minimum qualification is Middle

Middle	30
Matric	40
Intermediate	50

d. Where prescribed minimum qualification is Matric

Matric	30
Intermediate	40
Graduation	50

¹⁰Replace Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

(ii) **Experience in the relevant field** Maximum Marks 25

a)	One Year	7
b)	Two years	13
c)	Three years	19
d)	Four years & above	25

B. CRITERIA FOR POSTS IN PS-05 AND ABOVE¹¹

Distribution of Marks will be as under: Total Marks 100

Sr.No.	Item	Marks
1	Qualification	50 Marks
2	Additional, Professional /Technical Qualification (i.e. more than requisite)	10 Marks. (One step higher = 6 Further higher = 10)
3	Additional Experience	10 Marks (for over and above the prescribed experience) One year = 4 Marks Two year = 6 Marks Three years & above = 10 Marks
4	Interview	30 Marks
Total		100 Marks

(i) **EDUCATIONAL QUALIFICATION** Maximum Marks - 50

(a) Where prescribed qualification is Matric / diploma / certificate: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	50	45	40	35

¹¹Replace Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

Total	50	45	40	35
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(b) Where prescribed qualification is Intermediate / diploma / certificate: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	20	18	16	15
Intermediate or equivalent	30	27	24	20
Total	50	45	40	35

(c) Where prescribed qualification is Bachelor Degree / Equivalent Technical Qualification: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	10	8	7	6
Intermediate or equivalent	18	16	14	12
Degree or equivalent	22	21	19	17
Total	50	45	40	35

(d) Where prescribed qualification is Master Degree / Professional Qualification: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	7	6	5	4
Intermediate or equivalent	10	9	8	7

Degree or equivalent	14	13	12	10
Master or equivalent	19	17	15	14
Total	50	45	40	35

(e) Where prescribed qualification is M.Phil / Ph.D: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	5	4	3	2
Intermediate or equivalent	7	6	5	4
Degree or equivalent	10	9	8	7
Master or equivalent	12	11	10	9
M.Phil / Ph.D	16	15	14	13
Total	50	45	40	35

(ii) **Interview**

Marks to be awarded by each member of selection committee as per given distribution: -

Sr.No.	Description	Marks
1	Trade / Technology / Subject / Field Knowledge	10
2	Computer Knowledge	10
3	General Knowledge / Aptitude	10
Total		30

Notes:¹²

¹²Replace Vide 56th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

1. Initial scrutiny of applications shall be carried out by a District Committee consisting of 5 members, as nominated by Chairperson TEVTA from time to time.
2. The committee shall scrutinize the applications with reference to prescribed criteria, i.e, qualifications, experience and age, duly supported with documentary evidence. The lists of the shortlisted and rejected applications shall be signed by the members of the committee and sent to head office. The reasons of rejection in each case shall be duly stated in the list of rejected applications.
3. The percentage of marks obtained for the purposes of qualification marks shall not be rounded off. CGPA will be converted into percentage as per HEC conversion formula.
4. Candidate domiciled in concerned district will be preferred for posts in PS-1 to PS-4 and they will be awarded domicile marks accordingly if domicile certificate is attached with application. Husband's Domicile Certificate will be considered domicile of female candidates. Furthermore, domicile of old district will be considered the domicile of newly constituted district if address given on domicile certificate falls within new district.
5. Eligible candidates securing 50% marks in interview will be considered for final selection.
6. Each member of selection committee will award interview marks out of total marks assigned to the interview and weighed average of that awarded marks will be entered in the merit list.
7. Minimum quorum of the selection committees shall be 05.
8. At least top 10 candidates among the shortlisted candidates shall be called for interview against 01 vacant / advertised post, if eligible candidates are more than 10

(C) CRITERIA FOR POSTS IN PS-11 & ABOVE OR EQUIVALENT

Maximum Marks 100

Distribution of marks will be as under:-

Sr.No.	Item	Marks
1.	Qualification	60 Marks
2	Additional Professional Technical Qualification (i.e. more than requisite)	12 Marks. (One step higher = 7 Further higher = 12 OR 12 Marks for Professional / Tech additional/parallel qualification in relevant field
3	Computer Literacy	12 Marks
4	Experience	11 Marks (For over & above the prescribed experience One year = 5 Marks Two year = 7 Marks

		Three years & above = 11 Marks
5	Interview	5 Marks
	Total	100 Marks

- (i) The criteria for awarding marks if qualification is Master Degree / Professional qualification will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	7	6	5	4
Intermediate or equivalent	10	9	8	7
Degree or equivalent	14	13	12	10
Master or equivalent	29	22	20	19
Total	60	50	45	40

- (ii) The criteria for awarding marks if qualification is Bachelor Degree / Equivalent Professional qualification will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	10	8	7	6
Intermediate or equivalent	20	18	16	14
Degree or equivalent	30	24	22	20

Total	60	50	45	40
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- (iii) The criteria for awarding marks if qualification is Intermediate / diploma/certificate will be as under: **Maximum - 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	20	18	16	15
Intermediate or equivalent	40	32	29	25
Total	60	50	45	40

- (iv) The criteria for awarding marks if qualification is Matric / diploma/certificate will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	60	50	45	40
Total	60	50	45	40

Note: (1) The percentage of marks obtained for the purposes of qualification marks shall not be rounded off. Ten marks may be assigned for an aptitude test through presentation, interview & testing by decreasing 5 marks each from Computer Literacy and additional qualification

(2) A three months certificate for computer applications will be required. The test shall be conducted for the posts from PS-5 to PS-16 to assess candidate proficiency in MS Office, particularly MS-word, Excel and power point. The applicant securing 1 to 5 marks shall not be considered computer literate. Applicant shall be given 6 to 12

marks based on demonstrated performance in the examination. All such qualifications where computer / MIS subject is part of curriculum for the posts in PS-17 and above will be considered as computer literate and for all other qualifications three month certificate for computer applications will be required.

14. Prescribed Qualification And Experience

The prescribed minimum qualification and experience is depicted below:

Sr. No.	Designation	PS	Qualification	Experience in relevant field
1	Director General	21	Masters in the relevant field / graduate engineer/ professionally qualified in relevant field /ACMA/CA for GM (F)	8 years relevant experience plus computer literate
2	ADDITIONAL DIRECTOR GENERAL/Regional Director	20	Masters in the relevant field / graduate engineer/ professionally qualified in relevant field /ACMA/CA for ADDITIONAL DIRECTOR GENERAL(F)	6 years relevant experience plus computer literate
3	Director	19	Masters in the relevant field graduate engineer / or professionally qualified in relevant field /ACMA/CA for Director (Fin & Accounts)	4 years relevant experience, 6 years for Director (Fin & A/c) plus computer literate
4	District Director	19	Masters in the relevant field graduate engineer or professionally qualified in relevant field	4 years relevant experience plus computer literate
5	Project Director	19	Masters in the relevant field graduate engineer or professionally qualified in	4 years relevant experience plus computer literate

			relevant field	
6	Deputy Director	18	Masters in the relevant field graduate engineer/part qualified in relevant professional degree/certification.	3 years relevant experience, Computer literate
7	Assistant Director	17	Masters in the relevant field graduate engineer/part qualified in relevant professional degree/certification.	Computer Literate. 3 years relevant experience for AM (Finance)
8	Principal /Professor (Technical Stream)	20	B.Sc. Engineering	10 years, Computer literate.
9.	Principal/Associate Professor/HOD (Technical Stream)	19	B.Sc. Engineering	8 years, Computer literate.
10	Principal /Professor (Commerce stream).	20	M.Com/ MBE/ MBA(F) with B.Com	10 years, Computer literate.
11	Principal /Associate Professor/Chief Instruc. (Commerce stream).	19	M.Com/ MBE/ MBA(F) with B.Com	8 years, Computer literate.
12	Industrial Training Officer. (Technical stream)	19	B.Sc. Eng in relevant field.	8 years, Computer literate.
Sr. No.	Designation	PS	Qualification	Experience in relevant field
13	Chief Instructor/Associate Professor	19	M.A/ M.Sc. / B.Sc. (Eng) / M.C.S/ BCS (Honors) or equivalent for IT post.	08 years, Computer literate.
14	Vice Principal (Com.)	18	M.Com/ MBE/ MBA(F) with B.Com	04 years, Computer literate

15	Principal (GTTI) /GIIT Male / Female	18	B.Sc. Eng. in the relevant field / M.A. Fine Arts / M.Sc. (Home Economics) OR B.Sc Engineer (Software/Hardware) OR MCS/MIT/ M. Sc (Computer Science) or equivalent for IT post.	04 years, Computer literate for non IT Post.
16	Head of Department	18	B.Sc. Eng in the relevant field or MCS/MIT/M.Sc.(Computer Science) or equivalent for IT post.	03 years, Computer literate.
17	Senior Instructor/Assistant professor	18	MBA (F) with B.Com/M.Com/ M.A/ M.Sc./ B.Sc. (Eng.) in relevant field/ M.C.S/ BCS (Honors) or equivalent for IT post.	03 years, Computer literate for non IT post.
18	Instructor	17	MBA (Banking & Finance) with B.Com and BBA Honors (Banking and Finance) /M.Com /BSc. (Eng.)/ BTech (Hons)/ MCS / BCS (Honors) or equivalent for IT post., MBE with short hand for Instructor (English short hand)	Computer literate for non IT posts
19	Project Officer (RM GTC)	17	M.Sc. (Home Economics) M.A (Fine Art) with graphics designing/B. Sc. Textile engineering (4-years) with specialization in garment manufacturing. OR B.Sc. (Home Economics) /B.A	Computer Literate. 5 years Computer literate.

			Fine art with graphics designing).	
20.	Principal (GVTIW) /Chief Trade Instructor (GTTIW)	17	M.Sc. (Home Economics) M.A (Fine Art) with graphics designing OR B.Sc. (Home Economics) /B.A Fine art with graphics designing). OR BA/BSc with DDM/G(II) Plus one year course in DVTT	Computer Literate. 5 years Computer literate. 8 years Computer literate.
21	Lecturer	17	M.A/ M.Sc. / B.Sc. (Eng.) in relevant field/ M.C.S/ BCS (Honors) or equivalent for IT post.	Computer literate for non MCS/BCS posts
22.	Librarian,	17	Master degree in Library Science	2 years. Computer literate.
23.	DPE	17	MA (Physical Education).	3 years, Computer literate.
24	Medical Officer.	17	MBBS, Reg. with PMDC	3 years
25	Registrar	17	MBA/MPA	3 years, Computer literate.
26	Workshop Manager GTTC (Female)	16	BSc (Home Economics) OR BA +DDM OR BA + DAE CIT/Electronics.	4 years Computer Literate.
28	Chief Trade Instructor (Vocat.)/ Instructor / Senior Instructor (DDM) / Sr. Instructor (Secretariat Trade)/ Sr. Instructor	16	M.A Fine Art with Graphic Design / Arts / M.Sc (H.Eco) OR B. Sc (Home Economics)/ DDM with DVTT OR B.A / B. Sc with G-II/DVG plus DVTT. OR BBA/B.com/ BA	2-years – Computer Literate. 5 years – Computer Literate.

	(Beautician)		with G-III in Secretariat Trade OR BA with one year certificate in Beautician trade from recognized Institute.	
29	Workshop Manager/ Center Incharge GTTC (Male)	16	BA/B.Sc. (2 nd Division) with DAE OR DAE (at least relevant to one of the trade running in the Center).	2 years -Computer literate 4 years -Computer literate
30	Workshop Manager / Center Incharge GTTC (Female) ABAD & others	16	BA + DVG+ one year certificate in DVTT. OR Inter + DVG+ one year certificate from GVTTIW.	2 years Computer Literate. 3 years Computer Literate.
31	Senior Trade Instructor(Male)	16	DAE in Relevant Trade OR BA or equivalent with G-II- level Certificate	4 years. Computer literate.
32	Senior Instructor (DDM)	16	B.Sc. Home Economics/DDM OR BA with G-II(DDM)+ DVTT	5 years in relevant field.
33	Senior Instructor (Secretariat Trade)	16	BBA/B Com OR BA with G- II(in secretariat trade.	5 years in relevant field.
34	Senior Instructor (Beautician)	16	BA with one year certificate in Beautician from recognized Institute.	5 years in relevant field.
35	Instructor(DDM) GTTIs	16	DDM / BA with one year DVTT.	5 years in relevant field.
36	Accounts /Admin officer/Superintenden t	16	M.Com/ICMA(Inter)/MBA(F) OR B.Com or equivalent/APA	Computer Literate 5 years in relevant field.
37	Job Supervisor	15	DAE in relevant field	4 years in relevant field.

38	Accounts Supervisor	14	B.Com or equivalent	3 years in relevant field.
39	Security Supervisor	14	Matric Ex military man as JCO	Computer Literate
40	Junior Network/Hardware Assistant	14	Graduation from recognized Institute Plus one year diploma in hardware/information technology /MCSE/A+ will be certification	6 Months related experience
41	Boiler Supervisor	14	DAE (Mechanical)+ Junior Level Boiler Engineering course	3 years. Computer literate.
42	Instructor, GTTC ABAD (Female)/GVTIW	14	DDM From GPI(W) OR Inter with DVG OR Matric with 2 year certificate (G-II) in relevant trade	1 years. Computer literate 3 years. Computer literate. 3 years. Computer literate.
43	Instructor Computer GTTIs & GTTCs	14	BCS/DAE(CIT)	2 years experience
44	Junior Instructor (Technical stream).	14	DAE in relevant field.	1 years. Computer literate
45	Assistant./Head Clerk	14	B.Com / B.A/B.Sc. or equivalent	2 years. Computer literate.
46	Junior Programmer	14	BCS (4 year) or equivalent relevant professional degree	Experienced will be preferred
47	Instructor (GTTI)	14	DAE in the relevant field. OR Inter with G-II - level Certificate	1 years. Computer literate. 6 years. Computer literate.

48	Instructor / Trade Instructor (Computer)	14	BCS/ DAE (CIT) or equivalent relevant qualification from recognized Institution	1 year
49	Senior Trade Instructor (Female)	14	DAE in the relevant field. OR Inter with 2 years relevant Certificate (G-II) /DVG plus one year course in DVTT	2 years. Computer literate. 4 years. Computer literate.
50	Senior Trade Instructor	12	DAE in the relevant field. OR Inter with 2 years relevant Certificate (G-II)	2 years. Computer literate. 3 years. Computer literate.
51	Stenographer/ PA Computer Operator.	12	B.Com with D.Com or equivalent	2 years Computer literate, typing speed 25 wpm to 35 wpm & shorthand 100 wpm
52	Foreman/Supervisor	11	DAE in relevant Technology OR Matric with 2 years certificate (G-II)	2 year, Computer literate. 2 year, Computer literate.
53	Trade Instructor (GTTC (M))	11	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant trade / ICS for Computer Trade	2 year, Computer literate. 2 year, Computer literate.
54	Trade Instructor (Beautician)	11	FA / F. Sc or equivalent with one year certificate in Beautician.	2 year, Computer literate.
55	Trade Instructor (GVTIW)	11	Diploma in DDM. OR	1 year, Computer literate.

	(GTTC (F)		Matric with 2 years certificate (G-II) /DVG plus one year DVTT OR ICS and equivalent for Computer Trade	1 year, Computer literate. 1 year, Computer literate.
56	Library Assistant	11	Bachelor in Library Science OR Graduate with one year certificate in Library Sciences.	2 years. Computer literate
57	Accounts Clerk	11	B.Com or equivalent	2 years. Computer literate.
58	Hostel Warden /Superintendent	11	B.Com / B.A/B.Sc. or equivalent	2 years. Computer literate.
59	Typist-cum-Senior Clerk/ Computer Operator	11	B.Com / BCS ICS/D.Com/I.Com or equivalent	Typing speed 25 wpm to 35 w.p.m. 1 year - Typing speed 25 wpm to 35 w.p.m.
60	Accountant	11	B.Com.	2 years, Computer literate.
61	Dispenser	11	Inter with Diploma in Medical Dispensary from Punjab Medical Faculty.	2 years, Computer literate.
62	Hardware Technician	10	FA/D.Com/I.Com plus one year diploma in hardware	2 years, Computer literate.
63	Trade Instructor (GVTIW) (GTTC (F)	10	Diploma in DDM. OR Matric with 2 years certificate (G-II) /DVG plus one year DVTT /ICS and equivalent for Computer Trade	1 year, Computer literate. 1 year, Computer literate.
64	Sr. Clerk	09	D.Com / I.Com	2 year. Computer literate.

65	Accountant	08	D.Com / I.Com	1 year. Computer literate.
66	Skilled Worker (DMTC)	08	DAE in relevant filed OR Matric with 2 years certificate (G-II) in relevant trade.	1 year. Computer literate.
67	Projectionist re-designated as Assistant Librarian	08	D.Com /FA/F.Sc.	2-year, Computer literate
68	Jr. Trade Instructor (GVTIW) (GTTC (F)	08	Diploma in DDM. OR Matric with 2 years certificate (G-II) /DVG plus one year DVTT	Computer literate.
69	Junior Clerk	07	D.Com /FA/F. Sc or equivalent.	2-year, Computer literate
70	Shop Assistant (Technical)/ GTTI.	06	Matric with 1 year certificate (G-III) in relevant field	Experienced will be preferred
71	Shop Assistant (GTTIW/GVTIW/GTTCW)	06	Matric with 1 year certificate (G-III) /CVG in relevant field	Experienced will be preferred
72	Store Keeper	06	D.Com / I.Com	1 year. Computer literate.
73	Lab Assistant (Physics/Chemistry)	05	Matric with science	1 year. Computer literate.
74	Shop /Lab Assistant	05	Matric with 1 year certificate (G-III) in relevant field	Experienced will be preferred
75	Computer Lab/ Machine Attendant.	05	Matric with 1 year Computer certificate.	1 year
76	Junior Clerk	05	Matric with 1 year Computer certificate	1-year, Computer literate

77	Assistant store Keeper	05	Matric with 1 year Computer certificate	1-year, Computer literate
78	Clerk cum Accountant	05	D.Com / I.Com	1-year, Computer literate
79	Dispenser	05	Matric with 1 year certificate from Punjab medical faculty	6 month
80	Caretaker	05	Matric with 1 year Computer certificate.	1-year
81	Carpenter/ Electrician.	05	Matric with 1 year certificate (G-III) in relevant field	1-year
82	Librarian/ Assistant Librarian.	07	D.com/FA/ICS/F.Sc.	1-year, Computer literate
83	Librarian/ Assistant Librarian.	05	Matric.	Computer literate.
84	Driver. (a) For Bus (b) For car, jeep, Suzuki Carry / Bolan etc.	04	Middle with HTV License for BUS Driver. LTV License for others.	2 years
85	All posts	03	Matric	1-year
86	All posts	02	Matric	Experienced
87	All posts	01	Middle for all posts of BS.1	Nil
88	Cook	01	Middle	1 year relevant experience
89	Mali	01	Literate	2 years
90	Sweeper	01	-	-

Note: The Chairperson shall be competent to add/modify or make changes in qualification as per requirement of TEVTA. The prescribed degree/certificate/diploma indicated against each post shall be from/of recognized university/college/Institute. The candidates having B.Sc /M.Sc Engineering degree must be registered with Pakistan Engineering Council.

13. Regularization of TEVTA employees¹³

All TEVTA employees appointed under TEVTA Service Regulations are hereby regularized with effect from 11.03.2016 with the following benefits:

- a. Pensionable service of all TEVTA employees appointed under TEVTA Service Regulations is hereby started with immediate effect. The Punjab Government Pension Fund Rules and any amendment to be notified by Government of the Punjab time to time shall be admissible.
- b. The Pension Scheme is hereby started with immediate effect with pension fund Rs. 500.000 million already created for the purpose. This pension fund shall be invested under Punjab Pension Fund Investment Policy.
- c. Leave Fare Assistance amount already admissible to TEVTA employees is hereby stopped with immediate effect and same would be contributed towards this Pension Fund. However, current year LFA due to the existing TEVTA employees shall be paid on proportionate basis from least drawn LFA to-date.
- d. Provident Fund scheme is hereby started with immediate effect. This scheme shall be regulated under Punjab Provident Fund Rules 1978. No contribution by employer / authority shall be made. Monthly contribution by employees shall be made as per rates notified by Govt. of the Punjab.
- e. All E&D proceedings shall be carried out as laid down in Punjab Employees Efficiency Discipline and Accountability Act 2006.

The services of all TEVTA employees shall remain to be regulated under TEVTA Service Regulations along with above benefits.

14. Provident Fund Scheme For TEVTA Employees¹⁴:

Provident Fund Scheme for TEVTA employees is notified from 11.03.2016 as under:

- 1) This scheme shall be regulated under Punjab Provident Fund Rules, 1978.
- 2) No subscription by employer / authority shall be made.
- 3) Monthly subscription by employees shall be made as per rates notified by Govt. of the Punjab Finance Department vide notification no. FDSR.1-2-1/95 dated 29.10.2011 (copy enclosed at **Annexure-I**) or as amended by Govt. of the Punjab from time to time.

¹³ Approved in 47th meeting of Authority and notified vide no. TEVTA/Admn/Regularization/20-2016 dated 11.03.2016

¹⁴ Notified vide no. TEVTA/Budget/PF/2015-16 dated 05.04.2016

- 4) Deduction of Provident Fund from salary of TEVTA employees working at field formation shall be made by Finance Wing, TEVTA Secretariat at the time of release of salary budget on monthly basis and shall be retained at Head Office level. As far as employees working at TEVTA Secretariat are concerned, deduction of provident fund shall be made by Accounts Section from the pay of employees as per rates mentioned above on monthly basis.
- 5) The deduction of provident fund shall be deposited into “**TEVTA Employees Provident Fund Account**” to be maintained at National Bank of Pakistan, Model Branch Gulberg, Lahore for the purpose of investment, contribution of members, operating expenses and disbursement.
- 6) A Board of Trustee shall be constituted under the rules and Provident Fund shall be managed under this Board of Trustee.
- 7) The contributed amount of Provident Fund shall be invested as per investment policy of TEVTA/Govt. of the Punjab.
- 8) The interest income on Provident Fund shall be credited on annual basis to members account on average rate calculated on the basis of profit earned on investment.
- 9) Financial powers for payment of Provident Funds shall be exercised as per standard TEVTA Delegation of Financial powers 2012 issued or as amended / issued from time to time.
- 10) Audit of accounts will be conducted by TEVTA Auditors annually.

CHAPTER – III

TERMS AND CONDIONS OF SERVICE

Following terms & conditions shall be applicable on all recruitments / employments of the TEVTA.

1. Terms & Conditions of Employment

- a) All employees shall be at the disposal of the Authority and they may be employed in the manner as prescribed in these regulations.
- b) Terms and conditions of service of employee shall be as laid down in the service regulations or in such subsidiary orders or instructions which shall be issued, from time to time.
- c) All such appointments are station / Institution specific, but the Authority has the right to change duties / assignments and the place of duty as and when required. The Authority in its discretion, based on the performance / suitability of the employee, may assign higher responsibility along with corresponding benefits.
- d) The employees shall perform their duties efficiently, diligently and to the best of their abilities. They will not engage directly or indirectly in any trade, business or occupation at their own except as may be permitted by the Authority in writing. Further they shall not absent themselves (except in emergency, such as illness, accident etc.) from said duties without obtaining prior leave from the Competent authority as per rules.
- e) If at any stage, it is found that the information provided by any employee was incorrect, the services of such employee shall be liable for termination without notice. Action shall also be taken against the officer responsible for verification of the said information.
- f) Employees will not divulge directly or indirectly to any person or authority any knowledge or information, which employees may acquire concerning the affairs,

property, enterprise and under-taking of the Authority including its business and other matters.

2. Increment in the Salary

- a) The annual increment shall be granted as per approved predetermined increment rates for each year (1ST July – 30 June) and finance wing will sanction increment for the employees as per increment policy. Any allowance, increase in pay as announced by the government shall remain applicable as per policy of TEVTA. Pay fixation shall be made as per the procedure laid down for government employees.
- b) The increments shall accrue on 1st July each year subject to the condition that the employee will be entitled to the increment if he/she has rendered a least six month continuous service on 30th June.
- c) The annual increment will be allowed to all employees as per increment policy. The increment of an employee may be withheld on account of unsatisfactory performance or on account of disciplinary action based on misconduct and the employee shall be informed accordingly and given an opportunity to be heard.
- d) The performance increment @ 10% of Basic Pay may be allowed to the selected employees based on the overall performance evaluation of the employee during the year.
- e) The Chairperson may grant special additional merit increment to any employee based on his/her exceptional services/performance beyond the cell of the duty.

3. RESIGNATION / TERMINATION OF SERVICE

- a) The services of an employee may be terminated for any reason in writing by giving one month notice or gross salary in lieu of one month notice period on either side.
- b) An employee whose services are terminated on account of misconduct shall not be entitled to any notice pay and other benefits.

4. Punctuality

Every employee must report to duty on time and be punctual. He will not leave the office without permission of his/her supervisor.

- a) All employees shall mark their attendance in the attendance register within fifteen minutes of start of office timing daily.
- b) In case an employee is late for more than 15 minutes from start of office timing his casual / earned leave will be curtailed as per following schedule:-

Late Attendance (Days in month)	Deduction from the Earned Leave Balance
3 days	Issuance of a notice
4 days	One day
5-7 days	1 ½ day
8 days	2 day

- c) If an employee comes after 45 minutes he will be considered on half day leave.
- d) If an employee is late for 09 or more days in a month, show cause notice will be served to him for explanation. If found the reasons not satisfactory then disciplinary action will be taken.
- e) Any warning / explanation will be reflected in the appraisal Form of the employee.
- f) Deduction will be made from the employee salary, in case there is no casual / earned leave credit at his leave account.

5. Retirement

All employees of the Authority shall retire from service on attaining the age of 60 years.

6. Certificate of Service

Every employee will be entitled to a service certificate on resignation / retirement / removal from service.

7. PAY SCALE / FRINGE BENEFITS¹⁵

All appointments shall be made at the initial of TEVTA pay scales as approved by the Authority. The minimum range of the prescribed pay scale shall be considered basic pay for the purposes of calculating all allowances at the approved rates. However, TEVTA reserves its right to revise pay scales and other fringe benefits admissible to the employees as and when required. The deputation employees from Government will be hired at TEVTA Pay Scales for the period they served in TEVTA.

Part – I (Pay)

1. Revision of Basic Pay Scales

The Basic Pay Scales 2017 shall replace the Basic Pay Scales 2016 with effect from 01.07.2017 as contained in the **Annexure-J**.

2. Fixation of Pay of the Existing Employees:

- i. The basic pay of an employee who was in service on 30.06.2017 shall be fixed in the Basic Pay Scales-2017, at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales 2016 i.e after merging of 50% Adhoc Relief Allowance 2010 in running Basic Pay as on 30.06.2017.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scales on 30.06.2017; he/she shall continue to draw such pay in Basic Pay Scales 2017 at the revised rates.

¹⁵ Revision of Basic Pay Scales and Allowances of TEVTA Employees were revised in 60th Meeting of Authority held on 15.09.2017 and notified vide no. TEVTA/Budg/Pay/2017-18 dated 20.10.2017

- iii. The fixation of pay under Revised Pay Scales 2017 of TEVTA employees shall be made by concerned District Directors & Assistant Director (Finance) and shall be countersigned by Regional Directors & Deputy Director (Finance).
 - iv. In case of service centers, pay fixation shall be made by Project Directors & Accounts Officers of Service Centers and shall be countersigned by the Director (SCs).
 - v. After fixation of pay, Regional Directors and Director (SCs) shall submit the complete case to Finance Wing TEVTA Secretariat for approval and release of funds.
3. **Fixation of Pay on promotion:**
In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay than would have been admissible to him if his promotion to the higher posts/scales had taken place after the introduction of these scales.
4. **Annual increment**
Annual increment shall continue to be admissible subject to the existing conditions on 1st July of each year. However; the first annual increment of existing employees in Basic Pay Scales-2017, in which their pay is fixed as on 01.07.2017 shall accrue on the 01.07.2017.

Part II (Allowances)

5. **Ad-hoc Relief Allowance 2010:**
The Ad-hoc Relief Allowance 2010 granted w.e.f 01.07.2010 shall merge in Basic Pay Scales 2016 with effect from 01.07.2017.
6. **Ad-hoc Relief Allowance 2016**
i. The Adhoc Relief Allowance-2016 @ 10% shall stand frozen at the level of its admissibility / drawn as on 30.06.2017.

- ii. All the new entrants shall be allowed Adhoc Relief Allowance 2016@10% of the minimum of relevant Basic Pay Scales 2016 on notional basis with effect from 01.07.2017, till further order shall stand frozen at the same level.

7. **Adhoc Relief Allowance-2017:**

- i. Ad-hoc Relief Allowance 2017 @ 10% of the running basic pay of Basic Pay Scales-2017 to TEVTA employees shall be allowed with effect from 01.07.2017 till further orders. The allowance will not be admissible to contract employees appointed on fixed pay package.
- ii. The Ad-hoc Relief Allowance will be subject to Income Tax.
- iii. The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except extra ordinary leave.
- iv. The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of pension / gratuity and recovery of House Rent.
- v. The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting / deputation abroad.
- vi. The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- vii. The Ad-hoc Relief Allowance will be admissible during the period of suspension.
- viii. The term “Basic Pay” for the purpose of Ad-hoc Relief Allowance-2017 will also include the amount of the personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

All the existing rules / orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules / orders not so modified shall continue to be in force under this scheme.

8. **Anomalies:**

The Finance Wing shall resolve the anomalies, if any, arising in the implementation of Basic Pay Scales-2017.

All new recruitment against sanctioned vacant posts shall be made as per revised pay scale-2017 under TEVTA Service Regulations.

Notes:

- i. Other allowances and perks admissible to selected group of employees as per TSR would remain admissible under rules.
- ii. Any allowance frozen by government would also be frozen as a policy matter.
- iii. Any allowance to be announced by the Government would be admissible to all TEVTA employees.
- iv. The revision of pay & allowances to be notified by Government of the Punjab from time to time shall be admissible to all TEVTA employees.
- v. The pay of TEVTA employees will be fixed in the light of Government of the Punjab fixation rules / regulations.

8. POSTS & SCALES¹⁶

Re-designation of the nomenclature of the following management posts in TEVTA has been notified w.e.f April 14, 2021:

Sr. #	Scales	Existing Nomenclature	Proposed Nomenclature
1.	PS-21	Director General	Director General
2.	PS-20	Deputy Director General	Additional Director General
3.	PS-20	Regional Director	Regional Director
4.	PS-19	Director/District Directors/S.A	Director
5.	PS-19	Project Director	Project Director
6.	PS-18	Deputy Director	Deputy Director
7.	PS-17	Assistant Director	Assistant Director

OFFICERS IN CATEGORY PS-MP-I**MP-I or equivalent**

- Chairperson TEVTA

OFFICERS IN CATEGORY PS-MP-II

¹⁶ Approved in 66th Meeting of Authority and notified vide no. TEVTA/M-HR/CA/2021 dated 26.04.2021

MP-II or equivalent

- Chief Operating Officer

OFFICERS IN CATEGORY PS-21

- Director Generals

OFFICERS IN CATEGORY PS-20

- Deputy Director Generals
- Regional Director

OFFICERS IN CATEGORY PS-AC-20

Principal (GCT,GCC)

Professor /Senior Chief Instructor

OFFICERS IN CATEGORY PS-19

- Director
- Director
- District Director
- Industrial Training officer

OFFICERS IN CATEGORY PS-AC-19

Principal (GCT,GIC)

Associate Professor

Project Director/Project Director/HOD

Chief Instructor

OFFICERS IN CATEGORY PS-18

- Deputy Directors
- Chief Project Officer
- Sr. Programmer
- Web Architect
- Net Work Engineer
- Hard Ware Engineer
- Medical Officer (Secretariat)

OFFICERS IN CATEGORY PS-18

Principal (GTTIs)/GIIT

Senior Instructor

Assistant Professor

Vice Principal (Commerce/Technical)

OFFICERS IN CATEGORY PS-17

- Medical Officer
- Assistant Directors
- Director Physical Education
- Librarian/Registrar
- Programmer
- Web Developer

OFFICERS IN CATEGORY PS-AC-17

Principal (GVTIs) / GTTCs

Instructor

Lecturer

Assistant Agriculture Engineer

Project Officer (Service Center)

- Assistant Net Work Engineer Chief Trade Instructor (GTTIs)
- Assistant Hard Ware Engineer

OFFICIALS IN PS-EMP-16

(Non-Teaching)

- Director Physical Education
- Librarian
- Accounts /Budget /Admin Officer
- Registrar
- Superintendent /Sub Engineer

OFFICIALS IN PS-EMP-16 (Teaching)

- Chief Trade Instructor (GVTIs)
- Senior Instructor (GTTIs)
- Work Shop Manager/Center In charge

OFFICIALS IN PS-EMP-15

(Non-Teaching)

- Senior Scale Stenographer

OFFICIALS IN PS-EMP-15 (Teaching)

- Job Supervisor

OFFICIALS IN PS-EMP-14

(Non-Teaching)

- Supervisor
- Head Clerk/Assistant
- Junior Net Work/H.W. Assistant
- Boiler Supervisor

OFFICIALS IN PS-EMP-14 (Teaching)

- Junior Instructor (GCT)
- Instructor (GTTI/ATC/ABAD)
- Senior Trade Instructor (GVTIs, W)
- Trade Instructor (Computer)

OFFICIALS IN PS-EMP-13

(Non-Teaching)

- Through Promotion

OFFICIALS IN PS-EMP-13 (Teaching)

- Through Promotion

OFFICIALS IN PS-EMP-12

(Non-Teaching)

- Stenographer
- Personal Assistant

OFFICIALS IN PS-EMP-12 (Teaching)

- Sr. Trade Instructor (GVTIW/GTTCW)

OFFICIALS IN PS-EMP-11

(Non-Teaching)

- Foreman
- Dispenser
- Computer Operator/DEO
- Draftsman /Assistant Librarian
- Accountant / Accounts Clerk

OFFICIALS IN PS-EMP-11 (Teaching)

Trade Instructor (GVTIW)
Foreman / Supervisor

OFFICIALS IN PS-EMP-10

(Non-Teaching)

- Hard Ware Technician

OFFICIALS IN PS-EMP-10 (Teaching)

Trade Instructor (GVTIW)

OFFICIALS IN PS-EMP-9

(Non-Teaching)

- Senior Clerk

OFFICIALS IN PS-EMP-9 (Teaching)

OFFICIALS IN PS-EMP-8

(Non-Teaching)

- Skilled Worker
- Projectionist / Assistant librarian
-

OFFICIALS IN PS-EMP-8 (Teaching)

Junior Trade Instructor (GVTIW / GTTCW)

OFFICIALS IN PS-EMP-7

(Non-Teaching)

- Junior Clerk
- Store Keeper
- Librarian / Assistant Librarian
- Dispenser

OFFICIALS IN PS-EMP-7 (Teaching)

OFFICIALS IN PS-EMP-6

(Non-Teaching)

OFFICIALS IN PS-EMP-6 (Teaching)

- BUS Driver
- Library Assistant
- Electrician
- Store Keeper

Shop Assistant

OFFICIALS IN PS-EMP-5

(Non-Teaching)

- Technician/Auto Electrician
- Telephone Operator/Plumber
- Library Assistant/Assistant Store Keeper
- Machine attendant
- Assistant store keeper
- Clerk cum Accountant
- Dispenser
- Caretaker / Carpenter

OFFICIALS IN PS-EMP-5 (Teaching)

Shop Assistant

Lab Assistant

OFFICIALS IN PS-EMP-4

(Non-Teaching)

- CAR Driver

OFFICIALS IN PS-EMP-3

(Non-Teaching)

- BUS Conductor
- Daftari
- Photo Copy Operator

OFFICIALS IN PS-EMP-2

(Non-Teaching)

- Qasid/Tube well Helper
- Security Guard/DAK Runner

OFFICIALS IN PS-EMP-1

(Non-Teaching)

- Naib Qasid
- Shop Attendant / Attendant
- Sweeper
- Mali / Chowkidar

NOTE: All appointments shall be made on initial Pay of each pay scale. In addition to above, following existing allowances will continue:

10. One-month additional salary

~~One month gross salary for each year of completion as Leave Fare Assistance~~

11. Authority Maintained Car

Authority Maintained Car to the following categories of employees:

Sr.No.	Designation	PS	Staff Car & POL per month
1	Chairperson	MP-I	1600 CC Car 340 liter POL
2	COO	MP-II	1600 CC Car 250 Liter POL
3	Director General	21	1300 CC Car 200 Liter POL
4	ADDITIONAL DIRECTOR GENERAL/ ZM	20	1300 CC Car 175 Liter POL
5	Director / DM	19	1000 CC Car 160 Liter POL
6	Principal (GCC/GPI/GCT	19/20	1000 Car 75 Liter POL

12. Transport Monetization Policy for TEVTA employees (PS-19 & above)¹⁷

Pursuant to decision made in the 65th meeting of the Authority held on November 17, 2020, wherein monetization allowance was approved as a matter of policy with few subsequent recommendations incorporated & duly approved in the 66th meeting of the Authority held on

¹⁷ Initial decision was made in 65th meeting of Authority held on 17.11.2020 wherein monetization allowance was approved as a matter of policy with few subsequent recommendations incorporated & duly approved in the 66th meeting of the Authority held on April 05.04.2021. The same was notified vide no. TEVTA/GM /HR/P&SHD /2021 dated 26.04.2021

April 05.04.2021; the following instructions including modus operandi are being notified for its implementation with effect from November 25, 2020:

1. Following categories of employees working in relation to the Authority will be entitled to avail the aforementioned facility **till the provision of a suitable/road worthy vehicle**:
 - a. An officer, not yet provided with the entitled vehicle prescribed as per TSR-2011;
 - b. An officer, allotted a below entitled vehicle instead of prescribed as per TSR-2011 and
 - c. An officer entitled as per TSR-2011, being provided with/using a dilapidated/outlived vehicle.
2. The rates of said Monetization Allowance along with other terms & conditions will be as follows:

Sr. No.	TEVTA Grades	Entitled Vehicle	Monthly Monetization Allowance (Rs.)
1 *	COO & Above	1600 cc	85,000
<i>P</i> <i>2</i> <i>P</i>	PS-20 & 21	1300 cc	65,000
<i>r</i> <i>3</i> <i>n</i>	PS-19 (Director/DM)	1000 cc	45,000

**Principals (PS19 & PS20) of GPIs/GCTs & other equivalent cadres (GSTC/SC) will be monetized @ Sr.03 being entitled for the same category of vehicle.*

3. Any officer found eligible against any of the categories mentioned in Para.1 and availing such facility will not be entitled for Repair & Maintenance and Conveyance Allowance but his/her designated POL ceiling along with driver shall remain intact against his/her personal vehicle.
4. The subjected monetization facility will also be applicable to those incumbent(s) who are transferred/posted against any of the scales/grades mentioned in Para. 2 and discharging their duties satisfactorily.

5. Officers on additional charge can claim the monetization allowance against their regular posting, only.
6. An aggrieved and/or entitled officer has to submit an application to his/her respective processing authority, identifying the nature of category out of list indicated at Para.1 for obtaining an NOC.
7. The processing and approval mechanism will be as follows subject to the deduction of POL/Conveyance Allowance if credited to an officer as mentioned in Para 1 (a):

Category	Processing Authority	Recommending Authority	NOC Approving/ Issuing Authority	Declaration of Monetization Allowance
Officers working at Secretariat	Head of respective Wing/Section	Director Admin.	COO	GM (HRM)
Officers working in Field	Head of concerned offices (GM/ZM)	Director Admin.	COO	GM (HRM)

8. In case of officer indicated at Para 1 (c), the vehicle has to be driven not less than **300,000.00 Kilometers** while an assessment report (ANNEX-A) will also be submitted to the Recommending Authority for consideration & onward processing after the inspection of vehicle by the following committees.

Inspection Committee (Secretariat)

- Assistant Director (Transport)
- Assistant Director (Admin.)

Inspection Committee (Field)

- Assistant Director for ZM/DM office / An officer not less than grade-17 for Service Centers / A faculty member not less than grade-17 for GPIs/GCTs/GSTCs
- Auto Expert (Instructor/Jr. Instructor of Auto & Diesel)

9. In case of an officer falling in any of the categories indicated at Para 1 (b & c), the said officer has to surrender his/her vehicle before availing the monetization benefit.

10. Any officer found availing the withdrawn benefits as mentioned in Para.3 while being credited the said monetization allowance, shall be charged under the prevailing disciplinary rules along with seizing the facility instantly.

13. Administrative Allowance to the Principles

Administrative Allowance to the Principles of following categories:

Sr.No.	Designation	PS	Administrative Allowance
1	Principal (GCC/GPI/GCT	19/20	Rs. 5000/- per month
2	Principal (GVTI/GIC/GTTI	17/18/19	Rs. 2500/- per month

14. Ad-hoc Relief Allowances 2011 & 2012¹⁸

The basic pay of an employee who was in service on 30.06.2015 shall be fixed in the Basic Pay Scales-2015 (after adding the amount of 15% Ad-hoc Relief Allowance, 2011 and 20% Ad-hoc Relief Allowance, 2012 in running basic pay as on 30.06.2015) at the stage corresponding to the increments earned by him/her as on 30.06.2015 under Basic Pay Scales, 2014.

15. Ad-hoc Relief Allowances 2010, 2013, 2014:

- The Ad-hoc Allowances – 2010 @ 50% of Basic Pay Scales 2014 shall continue to stand frozen at the level of its admissibility / drawn as on 30.06.2015.
- All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2014 with effect from 01.07.2015, till further orders and shall stand frozen at the same level.
- The Ad-hoc Allowances – 2013 & Ad-hoc Allowance 2014 @ 10% each shall stand frozen at the level of its admissibility / drawn as on 30.06.2015.
- All the new entrants shall be allowed Ad-hoc Allowance-2013 & Ad-hoc Allowance 2014 @ 10% each of the minimum of relevant Basic Pay Scales-

¹⁸ 54th Board meeting, dated 10-08-15; and notification No. TEVTA/Bud/Pay/2015-15, dated 18-10-2015

2014 with effect from 01.07.2015, till further orders and shall stand frozen at the same level.

16. Ad-hoc Relief Allowance-2015:

- i. The Ad-hoc Allowance – 2015 @ 7.5 % of the running basic pay of BPS – 2015 shall be allowed with effect from 01.07.2015 till further orders.
- ii. The allowance will not be admissible to contract employees appointed on fixed pay package.

17. Medical Allowance:

- i. TEVTA authority has further been pleased to sanction 25% increase in the amount of Medical Allowance to employees in the following manner:-

BPS	Existing Rate	Revised
1 to 15	Rs. 1,200/-	1,500/-
16 to 22	Increase in the amount of Medical Allowance @ 25% of the existing amount being drawn on 30.06.2015 shall stand frozen at the same level	

- ii. All the new entrants in BS-16 to 22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2014 plus 25% of the amount of Medical Allowance, so calculated w.e.f 01.07.2015 till further orders and shall stand frozen at the same level.
- iii. The Medical Allowance, in no case, should be less than Rs. 1,500/- per month.

18. House Rent Allowance

House Rent Allowance @ 30% or 45% (as per government of Punjab instructions / notifications) shall stand frozen at the same level of its admissibility / drawn as on 30.06.2015 on Basic Pay Scales 2014. All new entrants shall be allowed House Rent Allowance @ 30% or 45% of the initial pay on Basic Pay Scales 2014 and shall stand frozen at the same level.

19. Conveyance Allowance

Conveyance Allowance as per the Government policy:-

Sr. No.	BPS	Rate
i.	BS-1 to BS-4	1,785
ii.	BS-5 to BS-10	1,932
iii.	BS-11 to BS-15	2,856
iv.	BS-16 to BS-19	5,000

Note: Conveyance Allowance for BS-19 and BS-20, Rs. 5000 per month as per the Government policy (not admissible for officers who are entitled for government vehicles)

Notes:

- Increment Rates as per Government policy/NPS
- Stages of Service as per Government policy/NPS
- Other allowances as per TSR would remain admissible under rules
- Any allowance frozen by government would also be frozen as a policy matter.
- Any allowance to be announced by the Government would be admissible to all TEVTA employees
- The revision of pay & allowances to be notified by Government of the Punjab from time to time shall be admissible to all TEVTA employees.]

20) Allowances admissible to selected group of employees

- Financial Assistance to the families of employees who dies during service as notified by Government/TEVTA from time to time.
- Special Compensation Allowance for engineers and other professionals as approved by the Chief Minister Punjab.
- Overtime allowance to drivers and other similar employees @ Rs.2500 per month.

21) Other Fringe Benefits

Sr.No.	Description	PS	Rate
1	Group Life Insurance	all	As prescribed by the authority
2	Group Health Insurance	all	As prescribed by the authority

22) Grant of Hill allowance for TEVTA employees:¹⁹

The Hill Allowance shall be admissible to TEVTA employees working in TEVTA institutions at Murree , Kotli Sattian and Kahuta tehsils w.e.f 1st July, 2016. The rate of Hill allowance is given as under:

Rates	Monthly rates
BS-1 to BS-15	Rs. 1000/- p.m
BS – 16	Rs. 1,500/- p.m
BS 17 & above	Rs. 2,000/- p.m

¹⁹ Approved in 57th meeting of Authority and notified vide no. TEVTA/Bud/Hill.All/2016-17 dated 13.10.2016

CHAPTER – IV

DISCIPLINARY AND APPEAL MATTERS

1. Conduct & Discipline

- a) All employees shall maintain high standard of conduct and discipline.
- b) All E&D Proceedings shall be carried out as laid down in the Punjab Employees, Efficiency, Discipline and Accountability Act 2006.
- c) Disciplinary action against any employee shall not be taken without providing him/her an opportunity to explain his/her position in connection with the allegation made against him/her.
- d) The decision of the competent authority shall be final.

2. Acts of Omission / Commission which Tantamount to Misconduct

The following acts of omission and commission will be treated as misconduct:

- a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b) Theft, fraud or dishonesty in connection with the authority business or property
- c) Willful damage to or loss of Authority goods or property
- d) Taking or giving bribes or any illegal gratification
- e) Habitual absence without leave or absence without leaves for more than a week
- f) Habitual late attendance
- g) Habitual breach of any law applicable to the establishment.

- h) Riotous or disorderly behavior or any act subversive of discipline.
- i) Habitual negligence or neglect of work
- j) Sexual harassment
- k) Frequent repetition of any of the following acts and omissions
 - (i) Disregard or disobedience of rules or orders.
 - (ii) Improper behavior, such as drunkenness
 - (iii) Making false or misleading statements
 - (iv) Inefficiently, careless or wasteful working
 - (v) Malingering
 - (vi) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- l) Making commitment in business beyond the scope of delegated authority or detrimental to the interests of the authority
- m) Joining the Authority under false pretence.
- n) Joining any other employment or taking other vocation or trade while in service of the Authority without prior permission of the management. If any employee refuses to accept or avoids to receive a letter of allegation sent through courier / registered dak / special messenger or any other communication addressed to him by the authority, it shall be sufficient for the purposes of these regulations if such letter of allegation or communication is put on the notice board of the Authority.

3. Disciplinary Action

The Competent Authority will be authorized to initiate disciplinary action against any employee on the basis of his own knowledge or on information placed before him, in accordance with TEVTA Rules / Regulations and the provisions of any law for the time being in force, applicable over the Authority (TEVTA) employees.

4. Punishments

The following types of punishments or any other punishment as the competent authority may decide on recommendations of the inquiry committee depending upon the nature of each offence/charge may be imposed.

- | | |
|---|-----------------------|
| i. Censure | ii. Recovery of Loss |
| iii. Withholding/deferment of increment | iv. Demotion. |
| v. Removal from service. | vi. Early retirement. |

5. RIGHT OF APPEAL

An employee, aggrieved by any sort of penalty may appeal in writing directly to the next higher authority within 30 days from the date of communication of the order. Appellant Authority (next higher) shall give the decision within 30 days which is extendable by the appellate authority.

CHAPTER – V

TRAVELLING & DAILY ALLOWANCE²⁰

Punjab Technical Education and Vocational Training Authority in its Emergent Meeting held on 30.11.2017 approved the adoption of Punjab Travelling Allowance Rules, 1976 as currently enforced and subsequently amended from time to time by Govt. of the Punjab for the TEVTA employees with effect from 30th November, 2017. The said rules will be replaced relevant provisions of TA/DA in Chapter – V of this regulations.

1. **Definitions** – In these rules, unless the context otherwise require, the following expressions shall have the meaning hereby respectively assigned to them that is to say---
 - I. “Competent Authority” means the Chairperson and any other Authority to whom any powers have been delegated.
 - II. “Controlling Officer” means an officer declared as such for exercising supervision over the Travelling Allowance claims of an employee;
 - III. “Definition of Tour” Employee is on tour when he is absent on duty from his headquarter, either without or with proper sanction, beyond his sphere of duty.
 - IV. “Day” means a day beginning and ending at midnight.
 - V. “Family” means an employee’s:-
 - ii. Wife or wives, or husband as the case may be;
 - iii. Legitimate children and stepchildren under 12 years of age;
 - iv. Legitimate children and step-children (more than 12 years old but not more than 24 years old), if residing with and wholly dependent upon him; and
 - v. Adopted child not more than 24 years old subject to the following conditions;

²⁰ Adoption of Punjab Travelling Allowance Rules 1976 for TEVTA Employees was approved in Emergent Meeting of Authority held on 30.11.2017 and notified vide no. TEVTA/GM/HRM/2018/45 dated 03.05.2018

- a) Employee has no legitimate or step-child of his own;
- b) Prior approval of the Competent Authority is obtained for having the child adopted;
- c) TEVTA's liability will be restricted to one adopted child only;
- d) Adopted child will cease to be a member of the family if after his adoption, the Employee has a legitimate or step-child of his own;
and
- e) Adopted child is residing with and is wholly dependent upon him.

Explanation --

A child not actually residing with a TEVTA employee but residing in the same station where the headquarters of the TEVTA Employee is situated shall be deemed to be residing with Employee.

- VI. "TEVTA" means Technical Education and Vocational Training Authority
- VII. "Head of Department" means any officer declared to be Head of Department by the Competent Authority for the purposes of these rules and include officers at TEVTA Secretariat and heads of attached offices / Colleges / Institutions / Centers
- VIII. "Headquarter" of an employee is the station which has been declared as such by a competent authority or in the absence of such a declaration the station where the records of his office are kept;
- IX. "Employee means all employees under the administrative control of Technical Education & Vocational Training Authority (TEVTA);
- X. "Month" means a month reckoned according to the British calendar;
- XI. "PS" means TEVTA Pay Scale;
- XII. "Public Conveyance / Transport" means a railway train, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- XIII. "Personal Car" is a car registered in the name of the employee or in the name of any member of his family;
- XIV. "Transfer" means the movement of an employee from the headquarter station to another such station either to take duties of a new post or in consequence of a change in his headquarters.

2. Nature of Travelling Allowance—

- I. Travelling allowance is granted to an employee to cover the expenses which he incurs in travelling in the interest of public service.
- II. An employee's claim to Travelling Allowance shall be regulated by the policy in force at the time of journey in respect of which the claim is made, is undertaken.

3. Signature of Controlling Officer on Travelling Allowance Bill

No bill for Travelling Allowance shall be paid, unless it is signed or countersigned by the Controlling Officer.

4. Bar on delegation of duty of counter signature

Unless expressly permitted by a Competent Authority, a Controlling Officer may not delegate to a subordinate his duty of countersignature.

5. Duties of Controlling Officer:

Before signing or countersigning a Travelling Allowance bill, the Controlling Officer shall:

- I. Scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration.
- II. Scrutinize carefully the distances entered in Travelling Allowance bills and satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- III. Satisfy himself that, where the actual cost of transporting personal effects, etc. is claimed under this policy the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;

- IV. Exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz that the allowance is not to be a source of profit;
- V. Observe any subsidiary, regulations or orders which a Competent Authority may make for his guidance;
- VI. Judge on the circumstances of each case whether the employee making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the employee making journey could have purchased a return ticket; and
- VII. Satisfy himself that the mileage allowance for journey by railway or car or air or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

6. Journeys for which travelling allowance may be drawn

Travelling allowance may be drawn in respect of a journey performed-

- a) For the purpose of official tour;
- b) On transfer;
- c) On joining a first appointment;
- d) On retirement, suspension, dismissal or termination of employment;
- e) To a course of attend a course of training or appear an examination;
- f) To give evidence in a court or to attend an inquiry or conference;
- g) To obtain or furnish medical advice or treatment;
- h) To attend an official function;
- i) In attendance on any incapacitated employee or member of his family;
- and
- j) For any other purpose authorized by a Competent Authority.

7. Journey within 16-kilometers

The pay of employee is supposed to include the cost of maintaining a conveyance proper to his status and therefore, ordinarily he is not to be paid for any travelling allowance of journey within 16-kilometers of his headquarters, not is he to be paid for journeys from his residence to his office.

8. Grades of employees for the purpose of mileage and daily allowance

For the purpose of calculating Travelling Allowance, Daily Allowance and Mileage Allowance etc. employees are divided into following categories:

1.	Employee in PS 17 and above	First Grade
2.	Employees in PS 11 to 16	Second Grade
3.	Employees in PS 3 to 10	Third Grade
4.	Employees in PS 1 to 2	Fourth Grade

9. Millage Allowance

A- Definition and principles of calculation:

A mileage allowance is calculated on the distance travelled and is given to meet the cost of a particular journey and governed by the following principles:-

- i. For the purpose of calculating Mileage Allowance, a journey between two places is held to have been performed by the shortest of the two or more practical routes or the cheapest of such routes or the route specified by the Competent Authority.
- ii. The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes;
- iii. If an employee travels by a route, which is not the shortest but it is cheaper than the shortest, mileage allowance should be calculated on the route actually used.

B- Different Rate for different classes of journey:

Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:

1. Rail;
2. Sea or river steamer;
3. Road
 - i. Car;
 - ii. Taxi;
 - iii. Passenger bus;
 - iv. Motor cycle;
 - v. Cycle or on foot;
 - vi. On animal back or in an animal driven carriage;

C- Rate of Travelling and Mileage Allowance

Transportation / Mileage Allowance	Rates
Transportation (Reference Sr. No. 11)	
i) Motor Car	Rs. 5/- per KM
ii) Motor Cycle / Scooter	Rs. 2/50 per KM
Mileage Allowance	
i) Personal Car/Taxi	Rs. 10/- per KM
ii) Motor Cycle / Scooter	Rs. 4/- per KM
iii) Bicycle	Rs. 2/- per KM
iv) Public transport	Rs.2/50 per KM
Travel by air	Admissible to employees in Grade-I
Carriage of personal effects on Transfer / Retirement	Rs. 0.02/- per Kg per KM

Explanation

- i. Employee of the Second Grade and below are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the controlling officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.
- ii. Where a Government vehicle is provided for use by and made available to employee he shall not be entitled to any road mileage. He will claim POL charges as per prevailing rules.
- iii. Facility of taxi is not admissible to the Third & Forth Grade employee.
- iv. Joint travel in one conveyance, where two or more employees travel in the same car, only that employee who either owns the vehicles or has hired it may draw mileage & daily allowance, while the rest may draw only daily allowance.
- v. Where an employee, while traveling on duty, is required to pay and pays toll, he shall be entitled to the reimbursement of the amount in addition to admissible mileage allowance.
- vi. Employee of the First Grade, who are entitled to travel by air, or by railway accommodation of the highest class, or by personal or barrowed car or by engaging a full taxi, shall also be entitled to travel by air-conditioned public transport and to change actual fare as mileage allowance

D- Entitlement:

Sr. No.	Grades	Air	Rail	Road
1.	First Grade	Economy class (Except Chairperson who is entitled to Business Class travelling outside the country on tour/official duty)	Accommodation of the highest class by whatever name it be called.	Air conditioned public transport
2.	Second Grade	Nil	First class (sleeper) accommodation. If	Public Transport

			travelling on a line which does not provide first class (sleeper) the next lower class.	
3.	Third Grade	Nil	First Class (sitter) accommodation. If travelling on a line which provides no first class (sitter) the next lower class.	Public transport
4.	Fourth Grade	Nil	Lower class by whatever name be it called.	Public transport

Explanation:

An employee who reserves his seat for an official business but subsequently due to an unexpected change in program, gets the reservation cancelled, may be allowed re-imbursement of reservation free and any deduction made from the price of the ticket, provided that it is certified by the Controlling Officer that cancellation was unavoidable and in the public interest and the booking was cancelled at the earliest opportunity.

10. Daily Allowance:

- i. A daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by the employee in consequence of such absence. It is expected to cover the elements of lodging, boarding and incidental expenses.
- ii. A day is to be reckoned from midnight.
- iii. Daily Allowance will be admissible at full rate when, during the absence from headquarters, a night is spent while being on tour.

- iv. A Daily Allowance will be admissible at half rate when absence from headquarters is for more than 4 hours but no night intervene the said absence.
- v. A party of day less than 4 hours is to be ignored for the purposes of Daily Allowance.

A. Daily Allowance Rates

Sr. No.	Designation / Pay Scales	Ordinary Rates	Special Rates*
i.	Chairperson and all Members of the TEVTA Board ²¹	As admissible to civil servants of the highest grade (BS-22) Rs. 4,060/-	As admissible to civil servants of the highest grade (BS-22) Rs. 6,960/-
ii.	Chief Operating Officer ²²	As admissible to civil servants of BPS-21 Rs. 4,060/-	As admissible to civil servants of BPS-21 Rs. 5,800/-
iii.	Director Generals PS-21 / Members of Industries/Advisor	Rs. 2,800/-	Rs. 4,000/-
iv.	Regional Director/Additional Director Generals/Directors, Project Directors or employees in equivalent pay scales (PS-19 & PS-20)	Rs. 2,480/-	Rs. 3,280/-
v.	Deputy Directors/Assistant Directors and all teaching & non-teaching staff in PS 17 & 18 / External Personnel	Rs. 2,000/-	Rs. 2,560/-
vi.	All teaching & Non-Teaching staff working in PS 12-16	Rs. 1,120/-	Rs. 1,440/-
vii.	All teaching & non-teaching staff including Drivers working in PS 5 to PS 11	Rs. 624/-	Rs. 880/-
viii.	Drivers, Helpers, Naib Qasids and other Employees working in PS 1 to 4.	Rs. 496/-	Rs. 800/-

Employees who stay in a hotel / guest house, inspection bungalow or a residential club, shall in addition to the above daily allowance be allowed reimbursement of actual single room rent including taxes/duties and services charges relating to room rent subject to production of receipts/vouchers upto the following maximum per days.

a)	Localities where special daily	5 time the amount of special daily allowance
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²¹ Revised rates were approved in 66th Meeting of Authority held on 05.04.2021 and notified vide no. TEVTA/M.HR/CA/2021 dated 26.04.2021

²² Revised rates were approved in 66th Meeting of Authority held on 05.04.2021 and notified vide no. TEVTA/M.HR/CA/2021 dated 26.04.2021

	allowance is admissible	
b)	Localities where ordinary daily allowance is admissible	Two and a half time the amount of daily allowance

Note: (i) “Specified stations for special rates as notified from time to time by Govt. of the Punjab are Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Muzaffarabad & Mirpur AJ & K, Sukkar, Bahawalpur, DG.Khan, Sargodha, Sialkot, Gujranwala, Murree and Northern Areas”.

Note (ii) For the purpose of calculating the amount of daily allowance the period of absence from headquarter shall commence from the time of departure of the TEVTA employee from his office or residence as the case may be till the time of return to his office or residence, as the case may be.

Note (iii): The rate of daily allowance of TEVTA employee who spent part of a day in one locality and part in a locality for which different rate of daily allowance is admissible should be determined according to the place where he spend the major part of such day.

Note (iv) Actual residential accommodation charges upto 5 dailies will be available on production of receipts as per existing rules. However, when residential accommodation receipts are not submitted only 2 dailies will be allowed to the employees at specified stations mentioned at note (i) only.

B. Daily allowance may be drawn

Daily allowance may be drawn for the entire period of absence from headquarters, i.e. for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

Note (1) – An employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

Note (2) – An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

Note (3) – An employee who during the course of his tour returns temporarily to headquarters on Friday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

C. Maximum period for which daily allowance is admissible -

- i. Daily allowance may not be drawn for a continuous halt of more than ten days at any one place: provided that a Competent Authority may, if it is satisfied that prolonged halts are necessary in the interest of the public service, grant general or individual exemptions from the operation of this rule, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit.
- ii. Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.
- iii. After continuous halt of ten days duration the halting place shall be regarded as the employees temporary headquarter.

11. Travelling Allowance for Journeys on Transfer

- I. Travelling Allowance may not be drawn by an employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated, as transfer for the public convenience unless the Authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- II. When an employee is transferred otherwise than for the public convenience a copy of the order of transfer shall be sent to the controlling officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the controlling officer shall assume that the employee has been transferred, for the public convenience. In case

of subordinate employee, a certificate from the head of the department may be accepted in lieu of the copy of the order referred to above.

III. A competent authority may depute an employee on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances travelling allowance as on transfer will not be admissible and the TEVTA employee in question will only draw traveling allowance as on tour.

IV. Elements of travelling allowance on transfer – Travelling allowance for a journey on transfer is meant to cover –

- a. The cost of transportation of the employee and his family;
- b. Expenditure incidental to the travelling of the employee and his family;
- c. Transportation cost of the personal effects of the employee and his family;
- and
- d. In certain cases the cost of the transportation of conveyance or conveyance of employee.

V. Travelling allowance will be admissible in respect of all items of expenditure specified in above (d) provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the employee took over charge of the new post.

VI. Travelling allowance for journeys on transfer include –

- a. Mileage allowance for the TEVTA employees and his family to cover the cost of their transportation.
- b. Cost of transportation of the personal effects of the employees subject to certain limits; and
- c. Cost of moving motor car or other conveyance under certain circumstances.

VII. “Mileage allowance and transfer grant” – Employee shall be granted the following:-



- ### Transfer grant –

one month's pay

Half month's pay

c. Cost of Transportation on Transfer

Grade of Employees	If possessing a family	If not possessing a family
Grade – I	4500 Kgs	2250 Kgs
Grade – II	3000 Kgs	1500 Kgs
Grade – III	1500 Kgs	750 Kgs
Grade – IV	560 Kgs	375 Kgs

Note: Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are employee and transferred from one station to a common destination. The wife would

however be required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these rules.

d. Cost of carriage -

Cost of carriage of personal effects up to the maximum limits as above stated shall be allowed at the rate of 0.02 per kilometer per kilogram from the residence of the TEVTA employee at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

Note: An employee claiming the cost of transporting personal effect is required inter alia—

- a) To render certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- b) To indicate in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The Competent Authority / Controlling Officer have also exercise the usual scrutiny of the claim.

Note:

- i. The above provisions have been extracted from the Punjab Travelling Allowance Rules 1976, as amended by the Government of the Punjab from time to time for guidance and the said rules will prevail in case of any contradiction to above.
- ii. If a particular Travelling scenario is not covered under this policy, Punjab Travelling Allowance Rules, 1976 and subsequent amendments made by the Government of the Punjab from time to time shall be followed.
- iii. An employee whose claim had already been settled before issuing of this notification, cannot claim any arrears / differential.

18. Remuneration for External Experts / Other Personnel (Non TEVTA)

External Experts / Other Personnel (Non TEVTA) attending meetings at TEVTA for Interviews or other wise shall be entitled to draw a professional allowance up to Rs.2000 per meeting.

19. Foreign Visit

Any foreign visit on authority business or foreign training shall be approved by the chairperson. The rates of travelling allowance and other charges to be incurred on the visit/training shall be applicable as notified by the Federal Government from time to time.

CHAPTER - VI

LEAVE ENTITLEMENT

1. CASUAL LEAVE

- a) An employee will be entitled to 15 days casual leave with pay in each calendar year. Casual leave will not be carried forward to the following year and will lapse if not availed during that calendar year.
- b) Casual leave should be duly approved by sanctioning authority as defined in clause 9 of this chapter.
- c) Every effort should be made to intimate the office if casual leave is to be availed for unforeseen circumstances.

2. EARNED LEAVE

- a) Earned leave for 30 days shall be admissible for each employee in every calendar year.
- b) The entitlement of the earned leave to an employee shall be worked out from the date of joining.
- c) Earned leave of 30 days shall be admissible only after completing one year of service. Leave for periods of less than one year will be calculated on pro-rata basis ignoring decimal fractions.
- d) Every employee will earn 2.50 days earned leave for each month of service (in case of a fractional month at least 16 days continuous service will be considered equivalent of one month for the purpose of calculating earned leave).
- e) Earned leave during the year must be availed however the earned leave may be accumulated by the employee without any limit.

- f) Gross salary shall be admissible during earned leave.
- g) Earned leave shall not be availed for less than 5 days at one time.
- h) Earned leave applied by an employee will be en-cash able only if the leave is refused by the competent authority or at the time of retirement to the maximum of 180 days.

3. Sick Leave

- a) Sick leave shall normally be admissible to employees for a period of 10 days in the calendar year when recommended by a qualified doctor in case of 2 or more leaves at a time. The sick leave cannot be carried forward to the next year.
- b) Sick leave beyond 10 days can only be granted if no other kind of leave is available on the credit of an employee.
- c) If an employee is hospitalized due to serious illness / injury and also if he/she is recommended by the attending doctor for medical leave to recuperate thereafter the employee after having availed all other kind of leaves available at his credit may be allowed to avail a maximum of two months leave with gross salary. If he/she does not recover he/she may be granted special sick leave for another two months with 75% of his/her gross salary. In very special cases, an employee may be granted additional two months leave with 50% of his/her gross salary. At the expiry of six months if employee does not become fit and his/her hospitalization / illness is certified by attending doctor, a sick leave for up to another six months without pay may be granted. If the employee does not become fit and fails to report on duty even after availing such leave without pay, his/her services may be terminated. All such leave beyond two months period shall be sanctioned only by the CEO TEVTA.
- d) All medical leave beyond 10 days sick leave will require satisfaction of the competent authority to continue such leaves.

4. Leave Without Pay

Having utilized the earned leave, an employee may be granted, under compelling circumstances, extra ordinary leave without pay up to a maximum period of six months.

5. Study Leave

The COO may grant study leave of relevant course / study to the employees with or without pay up to a maximum period of two years.

6. Leave Fare Assistance

Permanent employees shall be eligible to leave fare assistance equal to one month gross salary in a calendar year for each completed year of service provided the employee is granted earned leave for not less than 10 days at the time of availing the LFA. Leave fare assistance is to be availed in the same year it is granted. However, it may be accumulated for two years in case earned leave is refused due to exigency of service, the period of earned leave in any case will not be less than 10 days.

7. Special Leave For Female Employees

a) Maternity Leave:

- i. A female employee will be eligible for maternity leave on gross salary for a period not exceeding three months.
- ii. If the employee needs Maternity leave during the first 06 months of her joining, it would be considered leave without pay.
- iii. Maternity leave shall be restricted to a maximum of two times in the entire period of service.

2. **Iddet Leave:**

In case of the iddet of any female employee, she is entitled to leave for a maximum period of 120 days at gross salary.

8. PUBLIC HOLIDAYS

The Authority (TEVTA) employees will observe all public holidays.

9. SANCIONING AUTHORITY FOR LEAVE

The policy as notified by TEVTA from time to time shall remain applicable

Note:

- a) Leave cannot be claimed as a matter of right
- b) In case of casual / sick Leave for Principal, the copy of leave application shall be sent to TEVTA for record.

10. LOCAL HOLIDAYS

COO may declare up to two holidays in a calendar year according to local tradition / requirement.

CHAPTER -VII

Staff Training

1. Staff Training

Chairperson on the recommendation of Director General – Human Resource may depute an employee for the purpose of studies, training and research work in any training institution abroad or in Pakistan for such a period as may be considered necessary. An employee who is given such a foreign training at Authority's expense shall be required to sign a surety bond undertaking to serve the Authority for a period 5 years from the date of completion of the training. An employee who has been trained at the expense of the Authority and who desires to leave the service of the Authority before completion of the period of 5 years shall have to pay to the Authority the amount as specified in the surety bond.

Entire period including journey time spent on training shall be treated as duty. Cost of training shall be sanctioned by the Competent Authority on case-to-case basis on the recommendation of Director General – Human Resource.

2. Training Need Analysis

(1) Training needs for staff shall be identified by the Head of Departments each year based on the following records:

- Background of the employee, which includes job description and individual training record.
- Performance appraisal.
- Behavior of the employee.
- Counseling record.

(2) Respective Principal/Head of Department/Institute/Centre may nominate individual employee for suitable courses based on training needs analysis made by them. Human Resource Department may also recommend some courses for certain individuals in view of the future requirement of the Authority.

- (3) On receipt of nominations, Director General – Human Resource shall assess course recommended with a view to relevancy of the course with job description and qualification of recommended employee.
- (4) Training record shall be maintained by Human Resource Department and employee himself.
- (5) No employee shall have right or claim to a higher post or a higher salary upon his/her return from the aforesaid training.

3. Cash Award & increment on attaining higher qualification /degree

- (1) The 1st and 2nd position holders in training conducted by TEVTA shall be entitled for cash award to be decided by the Chairperson.
- (2) The one/two increment shall be awarded for achieving higher qualification in relevant trade/technology/field.

CHAPTER - VIII

GROUP LIFE INSURANCE SCHEME

All employees will be insured under a group life insurance scheme for the amount prescribed from time to time by the management, payable in the event of his/her death during service in accordance with the terms & conditions of Group Life Insurance Scheme approved by the AUTHORITY. Premium under the scheme shall be fully paid by TEVTA employees in the pay scale 5 & above. The premium contribution of employees in pay scale 01 to pay scale 04 will be contributed by TEVTA.

2. The Chairperson is authorized to frame the insurance policy and approve the terms and conditions of group life insurance scheme with reputable insurance companies as per below sum assured for each employee.

Pay Scale	Sum Assured
1 - 10	200,000
11 - 15	300,000
16	450,000
17	600,000
18	875,000
19	1,050,000
20 & above	1,250,000

1. Financial Assistance Package to the family of a TEVTA Employee who dies while in Service²³

The Financial Assistance Package to the family of a TEVTA employee who dies while in service was approved in the light of Finance Department's letter no. FD-SR-1/3-10/2004 dated 15.08.2017, letter no. FDSR-1/4-3-2/99 and letter no. U.O.No. FD.Sr-1/3-10/2004 (P) dated 12.09.2017, it shall be applicable w.e.f 22.02.2017. The details of the said package are as under:

²³ Approved in 62nd meeting of Authority held on 09.02.2018 and notified vide no. TEVTA/Bud/F.Assistance/2018-19

2. Lump-Sum Grant

*Pay Scale (PS)	Existing Rates (Rs.)	Revised Rates (Rs.)
1-4	400,000/-	1,600,000/-
5-10	600,000/-	1,900,000/-
11-15	800,000/-	2,200,000/-
16-17	1,000,000/-	2,500,000/-
18-19	1,600,000/-	3,400,000/-
20 & above	2,000,000/-	4,000,000/-

*For this purpose, the pay scale means in which a TEVTA employee was drawing his / her pay.

3. Pension / Salary:

- The deceased's family shall be allowed salary, along with annual increases in the pay, the deceased officer / official was drawing till the date of superannuation of the deceased TEVTA employee.
- After the date of superannuation, family pension shall be allowed as per clause 4.10 of the Punjab Civil Servants Pension Rules 1967.

4. Accommodation:

The family of the deceased TEVTA employee shall be allowed retention of government accommodation subject to availability and as per Accommodation Policy issued from time to time.

5. Employment:

Appointment of one child of widow in PS-1 to PS-11 (including the post of junior clerk) on contract or regular basis as per provisions of Rules 17-A of the PCS (A&CS) Rules 1974 read with provisions of TEVTA Service Regulations 2011.

6. Health:

All TEVTA employees shall remain entitled to Health Insurance facility as per provisions of TEVTA Service Regulations 2011. The family of deceased TEVTA employee (to whom the salary is deemed admissible) shall be allowed health insurance till the date of superannuation of the deceased TEVTA employee. Monthly contribution will be deducted from the salary of deceased employee.

7. Nomination of an officer As counsel:

Pension / General Provident Fund Sanctioning Authority in the Department/Office shall be nominated as Counsel to assist the family in finalization of provision of entire package to deceased's family within the shortest possible time.

8. General Provident Fund:

GP fund shall be paid to the family of deceased TEVTA employee as per provisions of the Punjab General Provident Fund Rules 1978.

9. Group Insurance:

All TEVTA employees shall remain entitled to Group life insurance facility as per provisions of TEVTA Service Regulations 2011. The family of deceased TEVTA employee (to whom salary is deemed admissible) shall be allowed group life insurance till the date of superannuation of the deceased TEVTA employee. Monthly contribution will be deducted from the salary of deceased employee.

10. Prerequisite For Facilitation of Family of Deceased Civil Servant:

Under the new simplified procedure of processing and disbursement of pension through pension roll Direct Credit Scheme (DCS) circulated by the Finance Department vide letter bearing No. FD.SR-III/4-303/2012 dated 01.04.2014, a simple two page proforma have been prescribed for all kinds of pensions, including family pensions (in-service death or pensioner's death). Action

to be taken by the concerned Authorities giving timelines, which have been already prescribed for the purpose.

11. Four month's Salary:

The Govt. of the Punjab, Finance Department Notification No. FDSR-1-3-2/99 dated 01-07-2002 speaks as under:

“that in case of in-service death of a TEVTA employee, his/her family shall hence forth be allowed 04 (four) month's salary (pay last drawn plus allowances) from the date of his/her death. This will be in addition to other benefits admissible to the family of deceased TEVTA employees under rules”.

12. Encashment of Un-availed Leave up to 365 days:

The family of deceased TEVTA employee (who dies or declared permanently incapacitated for further service while in service by a medical board) shall be entitled lump sum payment equal to 365 days out of leave to his credit in terms of rule 19 of Revised Leave Rules, 1981 and clarification issued by the Govt. of the Punjab, Finance Department vide letter No. U.O. FD SR-1/3-10/2004(P) dated 12.09-2017. The said payment shall be made at the time of death.

13. Adoption of Rule 17-A²⁴:

Rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules 1974 for TEVTA employees has been adopted with effect from 07.08.2017, as under:

“Notwithstanding anything contained in any rule to the contrary, whenever a TEVTA employee dies while in service or is declared invalidated / in-capacitated for further service, one of his un-employed children or his widow/wife may be employed by the Appointing Authority against a post to be filled for which he/she

²⁴ Approved in 59th Meeting of Authority held on 10.04.2017 and notified vide no. TEVTA/M.HR/BM/2017 dated 07.08.2017

possesses the prescribed qualification and experience and such child of the widow/wife may be given 10 additional marks in the aggregate by the Selection Board / Committee provided he/she otherwise qualifies in the test/examination and interview for posts in BS-6 and above”

Provided further that one child or widow / wife of a TEVTA employee who dies while in service or is declared invalidated / incapacitated for further service shall be provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-11) in TEVTA (preferably near to his/her home station), without observance of formalities prescribed under the rules/procedure. Provided such child or the widow / wife are otherwise eligible for the post.”

The ban on recruitment will not be applicable against statutory of rules referred above, not the right of the child or widow / wife of a deceased TEVTA employee under rules would be abridged by such order.

All appointments under Rule 17-A will be made under terms & conditions of TEVTA Service Regulations, by the concerned appointing authorities on standard TEVTA appointment letter / formats subject to fulfillment of other codal formalities / SOP issued from time to time.

14. Clarification regarding Rule 17-A²⁵:

With respect to some ambiguity regarding effectiveness of the facility of employment under Rule 17-A as per the notification vide no. TEVTA/M-HR/BM/2017 dated 07.08.2017, the matter has been examined in the light of the S&GAD Department’s circular dated 12.01.2005. It is clarified that the TEVTA’s

²⁵ Clarified vide letter no. TEVTA/GM(HRM)/17-A dated 05.01.2018

Notification dated 07.08.2017 takes effect retrospectively from the date of promulgation of TEVTA i.e 05.07.1999 as the facility of appointment of a child/widow/wife has created a right in favor of Child/Widow/Wife of a deceased /incapacitated TEVTA employee, irrespective of the date of death / incapacitation of the TEVTA Employee while in service. However, child/widow/wife of deceased / incapacitated TEVTA Employee will be appointed with immediate effect under the terms & conditions of TEVTA Service Regulations; provided that he/she is otherwise eligible for appointment against specific post.

CHAPTER -IX

GROUP HEALTH INSURANCE SCHEME

Hospitalization and other charges for treatment at a hospital other than food shall be provided to all employees and their families through a health insurance scheme according to the terms & conditions of Group Health Insurance Policy.


2. The employees working under the pay scales of 17 and above and 11 to 16 shall contribute towards premium @ Rs.250 and Rs.100 per month respectively. The employees working in pay scales of 1 to 10 shall not be liable to make any contribution. Any remaining annual premium under this scheme shall be fully paid from TEVTA Accounts. The Authority is not liable for any medical expenses other than the health insurance coverage for its employees.

3. The Chairperson is authorized to approve the health insurance policy and related terms and conditions of health insurance scheme with reputable insurance companies as per below mentioned rates:

Description of Benefits / Plan	A (PS-19 & above)	B (PS-17 & 18)	C PS-5 to 16)	D PS-1 to 4
Hospital Care	100,000	65,000	50,000	35,000
Daily Room & Board Sub Limit	2500	1500	900	600
Maternity Care	35,000	20,000	12,000	6,000
C- section / Multiple Births	50,000	30,000	18,000	9,000
Major Medical Care	200,000	125,000	75,000	65,000

ANNEXURES

Annexure-A (Promotion Framework)

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, Gulberg-II, Lahore : Phone 042-99268315-19 www.tevta.gov.pk	
PROMOTION FRAME WORK		

A. MANAGEMENT CADRE

- This unit will consist of following sub-Cadre
 - I. General Management (Operations, Human Recourses, Academics, Administration, Corporate Affairs, Procurement, Monitoring & Evaluation, Zonal and District Office).
 - II. MIS
 - III. Legal
 - IV. Co-ordination & Communication
 - V. Finance (Accounts & Audit, Budget)
 - VI. Development & Service Centers
- Each unit will have separate seniority lists and have their own line of promotion.

i. GENERAL MANAGEMENT SUB- CADRE

1. Time scale promotion will be granted to those incumbents of posts who do not have a further channel of promotion.
2. Separate seniorities in 03 Zones and Secretariat level will be maintained from PS-05 to PS-16.
3. Separate seniorities will be maintained for PS-17 Secretariat and Field level.
4. Combined seniorities will be maintained from PS-18 and above.

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	General Manager/Advisor	21	30% by initial recruitment. 70% by promotion selection on merit	Deputy General Manager (PS-20) TEVTA Head Quarter / Zonal Manager (PS-20)	Master/ Graduate Engineer in relevant field
2	Deputy General Manager / Zonal Managers	20	30% by initial recruitment. 70% by promotion selection on merit	Manager (PS-19) TEVTA Head Quarter / District Manager/SA (PS-19)	Master/ Graduate Engineer in relevant field

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3	Manager /District Managers /SA.	19	30% by initial recruitment. 70% by promotion selection on merit	Deputy Manager/ Deputy Director(RDAT) Career Planning Officer (PS-18)	Master/Graduate Engineer in relevant field
4	Deputy Manager/ Deputy Director (RDAT) / Career Planning Officer, (Acad, Admn, CA, CP, HRM, Procurement, Ops, Monitoring & Evaluation, GSTC Deputy Managers North, Central, South.	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager / Assistant Director (RDAT) (PS-17)	Master/ Graduate Engineer in relevant field
	Medical Officer	18	100% by initial recruitment.	--	MBBS, Reg. with PMDC
5	(Head Office) Assistant Manager / Superintendent (Acad, Admn, CP, CA, HRM, Ops, Procurement, Monitoring & Evaluation).	17	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Assistant PS-16 (Head Office)	Master/ Graduate Engineer in relevant field
	(Field) Assistant Managers / Superintendent / Zonal & Districts Offices of General Management / Student Affairs Officer / Assistant Director (RDAT) / Registrar / Assistant Manager (GSTC)	17	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Apprenticeship Officer/ Admin Officer / Assistant / Head Clerk PS-16 (Field)	Master/ Graduate Engineer in relevant field
	Librarian (Field)	17	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Library Assistant PS-11	Master Degree in Library Science
6	Director Physical Education.	17	100% by initial recruitment	--	M.A in Physical Education
	Admn. Officer/ Apprenticeship Officer (RDAT) / Assistant / Head Clerk or equivalent for non-teaching staff.	16	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Senior Clerk PS-14 / Stenographer PS-14 / Computer Operator PS-14 at the ratio of 1:1.3	M.A / M.Sc. / MBA or equivalent

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7	Senior Clerk	14	100% by promotion on seniority-cum-fitness.	Junior Clerk / Care taker (PS-11) Office Clerk (PS-09) (inventory + library + office + hostel) at the ratio 1:1	B.A / B. Com or equivalent with one year computer certificate.
	Computer Operator / Stenographer	14	100% by initial recruitment.	--	B.A / B. Com with one year diploma in Computer Applications / B.C.S or equivalent B.A / B. Com / B.C.S with typing speed 25 wpm to 35 wpm & shorthand 100 wpm.
	Foreman / Assistant (Transport Section)	14	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Auto-Technician PS-06	DAE in relevant technology OR Matric with 2 years certificate (G-II)
	Security Supervisor	14	100% by initial recruitment.	--	Matric with Ex-Military man as JCO.
8	Photographer	12	100% by initial recruitment.	--	B.A / B.Sc. / B. Com / B.C.S with diploma in photography.
9	Junior Clerk	11	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Store Keeper PS-06/ 20% promotion quota is only for class IV who fulfills the qualification of Jr. Clerk.	D. Com / F.A / F. Sc. or equivalent with one year computer certificate.
	Office Clerk (inventory + library + office + hostel)	09			
	Dispenser	11	100% by initial recruitment.	--	Inter with diploma in Medical Dispensary from Punjab Medical Faculty.
	Hostel Warden / Superintendent	11	100% by initial recruitment.	--	B. Com / B.A / B. Sc. or equivalent
	Library Assistant	11	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Library Attendant PS-01	Bachelor in Library Science OR Graduate with one year certificate in Library Science.
	Care Taker (Field / Head Office / GSTC).	11	100% by initial recruitment.	--	B. Com / B.A / B. Sc. or equivalent
10	Hardware Technician	10	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Machine Attendant PS-05 who fulfill the qualification of Hardware Technician	F.A / D. Com / I. Com plus one year diploma in hardware.

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11	Store Keeper	6	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Assistant Store Keeper PS-05 / Telephone Operator PS-05 / Electrician / Carpenter PS-05	D.Com/F.A / F.Sc or equivalent with one year Computer Certificate
	Auto Technician	6	100% by initial recruitment.	--	Matric with 1 year certificate (G-III) in relevant field
12	Machine Attendant	5	100% by initial recruitment.	--	Matric with one year Computer Certificate
	Assistant Store Keeper	5	100% by initial recruitment.	--	Matric with one year Computer Certificate
	Telephone Operator	5	100% by initial recruitment.	--	Matric with one year Computer Certificate
	Electrician / Carpenter	5	100% by initial recruitment.	--	Matric with 1 year certificate (G-III) in relevant field
	Audio Video Technician	5	100% by initial recruitment.	--	Matric with 1 year certificate (G-III) in relevant field
13	Driver	4	100% by initial recruitment.	--	Matric with HTV License for Bus Driver LTV License for others.
14	NaibQasid / Office Boy	1	100% by initial recruitment.	--	Middle
	Sweeper	1	100% by initial recruitment.	--	--
	Mali / Water Carrier / Water Man	1	100% by initial recruitment.	--	Literate should be expert in gardening work.
	Cook / Masaichi	1	100% by initial recruitment.	--	Middle should be expert in cooking work.
	Chowkidar	1	100% by initial recruitment.	--	Middle should be known how to operate of arms.
	Tube well Operator	1	100% by initial recruitment.	--	Middle should be known work of electrician.
	Plumber	1	100% by initial recruitment.	--	Middle should be expert in plumber working.
	Security Guard.	1	100% by initial recruitment.	--	Middle should be known how to operate of arms.
	Library Attendant	1	100% by initial recruitment.	--	Middle should be expert in Library working

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Annexure-B (MIS Sub Cadre)

ii. MIS SUB-CADRE

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Chief Technology Officer	20	30% by initial recruitment. 70% by promotion selection on merit	Manager (MIS)	Masters or Graduate Engineering in relevant field.
2	Manager (MIS)	19	30% by initial recruitment. 70% by promotion selection on merit	Senior Computer Programmer / Engr./Webmaster / Data base Administrator PS-18 (MIS)	Masters or Graduate Engineering in relevant field.
3	Deputy Manager Hardware Engineer / Network Engineer (MIS) Senior Computer Programmer / Webmaster / Data base Administrator (MIS)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Hardware Engineer / Assistant Network Engineer PS-17 (MIS) Computer Programmer / Web Developer	Masters or Graduate Engineering in relevant field.
4	Assistant Network Engineer / Assistant Hardware Engineer (MIS) Computer Programmer / Web Developer	17	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Junior Network / Hardware Assistant PS-14 (MIS) Junior Programmer PS-14 (MIS)	Masters or Graduate Engineering in relevant field.
5	Junior Network / Hardware Assistant / Junior Programmer (MIS)	14	100% by initial recruitment.	--	B.C.S / B.A with one year diploma in Hardware / information technology / M.C.S.E / A plus will be certification or equivalent.





Annexure – C (Legal Sub-Cadre)

iii. LEGAL SUB-CADRE

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Deputy General Manager (Legal)	20	30% by initial recruitment. 70% by promotion selection on merit	Manager (PS-19) Legal	LLM or equivalent
2	Manager (Legal)	19	30% by initial recruitment. 70% by promotion selection on merit	Deputy Manager PS-18 (Legal).	LLM or equivalent
3	Deputy Manager (Legal)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager Legal	LLM or equivalent
4	Assistant Manager (Legal)	17	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Superintendent PS-16	LLB or equivalent.

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Annexure-D (Coord. & Comm. Sub-Cadre)

iv. CO-ORDINATION & COMMUNICATION SUB-CADRE

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Deputy General Manager (C&C)	20	30% by initial recruitment. 70% by promotion selection on merit	Manager (PS-19) (C&C)	Master/ Graduate Engineer in relevant field
2	Manager (C&C)	19	30% by initial recruitment. 70% by promotion selection on merit	Deputy Manager PS-18 (C&C).	Master/ Graduate Engineer in relevant field
3	Deputy Manager (C&C)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager PS-17 (C&C)	Master/ Graduate Engineer in relevant field
4	Assistant Manager (C&C)	17	60% by initial recruitment. 40% by promotion on seniority-cum-fitness.	Superintendent PS-16	Master/ Graduate Engineer in relevant field





Annexure-E (Finance Sub-Cadre)

ANNEXURE- A5

v. FINANCE SUB-CADRE

1. Separate seniorities in field formation and Secretariat level will be maintained from PS-11 to PS-16.
2. Separate seniorities will be maintained for PS-17 Secretariat and Field level (ZM/DM offices).
3. Combined seniorities will be maintained from PS-18 and above.

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	General Manager (Finance)	21	100% promotion (Selection on Merit) if no suitable candidate is available then by initial recruitment	Deputy General Manager (Finance)	ACMA or ACA
2	Deputy General Manager (Finance)	20	100% promotion (Selection on Merit)	Manager (Finance, Accounts, SC Accounts)	ACMA or ACA
3	Manager(Finance, Accounts, SC Accounts)	19	100% promotion (Selection on Merit)	Deputy Manager(Finance, Pension, Budget, Accounts & Audit)	(a)M.Com/MBA(F) with ICMA(Inter) or M.Com/MBA(F) with CA (Inter) OR (b) ACMA or ACA
4	Deputy Manager(Finance, Pension, Budget, Accounts & Audit)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager(Finance, Pension, Budget, Accounts & Audit)	M.Com/MBA(F)/ ICMA(Inter)/CA (Inter)
5	Assistant Manager(Finance, Pension Budget, Accounts & Audit)	17	70% by initial recruitment. 30% by promotion on seniority-cum-fitness.	Accounts officer	M.Com/MBA(F)/ ICMA(Inter)/CA (Inter)
6	Accounts officer	16	70% by initial recruitment. 30% by promotion on seniority-cum-fitness.	Accounts Assistant	B.Com/BBA/ Graduation in Accounting or Finance
7	Accounts Assistant	14	80% by initial recruitment. 20% by promotion on seniority cum fitness.	Accountant/Accounts Clerk	B.Com/BBA/ Graduation in Accounting or Finance
8	Accountant/Accounts Clerk	11	100% Direct Recruitment	Non- Applicable	B.Com/BBA/ Graduation in Accounting or Finance

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Annexure-F Dev. & SC Sub-Cadre (Technical & Higher Mngt)

vi. DEVELOPMENT & SERVICE CENTRES SUB-CADRE (Technical & Higher Management)

This Promotion Frame Work for Dev. & SCs Wing consists of two (02) sub-sections:

- 1- Development & Service Centres Wing (Head Quarter)
 - a. Development Section (Projects & Planning, Works)
 - b. Service Centres Section
- 2- Service Centres Sectors (Field):
 - a. Metal Sector
 - b. Wood Sector
 - c. Ceramics Sector
 - d. Leather Sector
 - e. Textile Sector
 - f. Agriculture Sector

- Promotion to PS-20 & PS-21 in the Development & Service Centres Wing will be considered as common channel from both sub-sections.
- Promotion to PS-18 & PS-19 in the Wing (Secretariat level) will be considered on the nature/work of the posts within the Wing on first priority.
If no incumbent is available at the wing, selection will be made from field formation of the Wing on merits.
- For the purpose of promotion at field formation level seniorities for each Technical post up-to PS-20 (Sector Specialist) will be maintained Sector-Wise.
- For the posts indicated in the frame work but not yet approved, the promotion on those posts will only be granted after the approval of the competent authority for creation/re-designation of the post.

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1) DEVELOPMENT & SERVICE CENTRES WING

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	General Manager (Dev. & SCs)	21	100% promotion (Selection on Merit) if no suitable candidate is available then by initial recruitment	Deputy General Manager (Dev. & SCs) (PS-20) / Sector Specialist (PS-20).	Master/ Graduate Engineer in relevant field
2	Deputy General Manager (Dev. & SCs) / Sector Specialist	20	100% by promotion selection on merit	Manager (SCs), P&P, (Works) (PS-19) / Project Manager/ Project Director (PS-19)	Master/ Graduate Engineer in relevant field
3	Manager (SCs) / Project Director/ Project Manager	19	25% by initial recruitment. 75% by promotion selection on merit	Deputy Manager (Technical) / Admn & Marketing) and other Officers in PS-18 of Service Centres in PS-18	Master/ Graduate Engineer in relevant field
	Manager (P&P) / (Works)	19	25% by initial recruitment. 75% by promotion selection on merit	Dy. Manager (Projects & Planning) / (Works) in PS-18	Master/ Graduate Engineer in relevant field
4	Deputy Managers (Technical/ Admn. & Marketing)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager (Technical/ Admn. & Marketing/ Admn. & Training) and other related posts in (PS-17)	Master/ Graduate Engineer in relevant field
	Deputy Managers (Project/ Planning/ Works)	18	30% by initial recruitment. 70% by promotion on seniority-cum-fitness.	Assistant Manager (Project/ Planning/ Works) (PS-17)	Master/ Graduate Engineer in relevant field
5	Assistant Manager (Technical/ Admn & Training/ Projects/ Planning)	17	70% by initial recruitment. 30% by promotion Selection on Merit.	Relevant Technical posts in PS-16	Master/ Graduate Engineer in relevant field
	Assistant Manager (Sales & Marketing)	17	70% by initial recruitment. 30% by promotion on seniority-cum-fitness.	Sales & Marketing posts in PS-16	Master/ Graduate Engineer in relevant field
	Assistant Manager (Works)	17	70% by initial recruitment. 30% by promotion on seniority-cum-fitness.	Sub-Engineer in PS-16	Master/ Graduate Engineer in relevant field

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6	Sub-Engineer	16	70% by initial recruitment. 30% by promotion on seniority-cum-fitness.	Sub-Engineer in PS-14	DAE in relevant field
7	Sub-Engineer	14	--	--	DAE in relevant field

2) SERVICE CENTRES SECTORS (FIELD):

a. METAL SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field
2	Project Director/ Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Posts in PS-18	Master/ Graduate Engineer/B.Tech with experience in relevant field
3	Sr. Chemist Metallurgist/ Chief Extension Officer/Agri. Engg. Expert/HOD/Chief Project Officer/Principal Manager Training	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Workshop Incharge/Training Officer/Sr. Instructor/Chief Instructor/Chief Trade Instructor/Project Officer PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE
4	Workshop Incharge/Training Officer/Sr. Instructor/Chief Instructor/Chief Trade Instructor/Project Officer	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Sr. Instructor/Instructor Training/Instructor(Mech)/ Instructor/Asst. Quality Control Officer/Asst. Project Officer/Sr. Instructor (Mechanical/Metallurgy/Electronics/IT) PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE
5	Sr. Instructor/Instructor Training/Instructor(Mech)/Instructor/Asst. Quality Control Officer/Asst. Project Officer/Sr. Instructor (Mechanical/Metallurgy/Electronics /IT)	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Jr. Instructor/Instructor (Mech/Metallurgy/Electronics) /Demonstrator (Metallurgy/IT)/CNC Machine Operator/Draftsman PS-14	DAE in relevant field

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6	Jr. Instructor/Instructor (Mech/Metallurgy/Electronics)/ Demonstrator (Metallurgy/IT)/CNC Machine Operator/Draftsman	14	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Wire Erosion Machine Operator/Foreman/Laboratory Assistant PS-11	DAE in relevant field OR Inter with (G-II) level Certificate in relevant field.
7	Wire Erosion Machine Operator/Foreman/Laboratory Assistant	11	100% by promotion on seniority-cum-fitness.	Workshop Assistant PS-10	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
8	Workshop Assistant	10	100% by promotion on seniority-cum-fitness.	Skilled Worker PS-08	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
9	Skilled Worker	08	100% by promotion on seniority-cum-fitness.	Semi-Skilled Worker/Shop Assistant/Tractor Operator PS-06	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
10	Semi-Skilled Worker/Shop Assistant/Tractor Operator	06	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Un-Skilled Worker PS-04	Matric with 1 year certificate (G-III) in relevant trade.
11	Un-Skilled Worker	04	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Shop Attendant PS-01	Middle, should know work of respective workshop / Lab.
12	Shop Attendant	1	100% by initial recruitment.	--	--

b. WOOD SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field, if none available then DAE with relevant experience
2	Project Director/ Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Production Engineer/ Design, Development & Training Officer PS-18	Master/ Graduate Engineer/B.Tech with experience in relevant field, if none available then DAE with relevant experience

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3	Production Engineer/ Design, Development & Training Officer	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Wood Technologist/ Training Incharge (W)/Project Officer/Furniture Designer PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE
4	Wood Technologist/ Training Incharge (W)/Project Officer/Furniture Designer	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Workshop Incharge/Wood Technologist/Training Instructor(W)/Asst. Project Officer PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE
5	Workshop Incharge/Wood Technologist/Training Instructor(W)/Asst. Project Officer	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Training Coordinator (W)/Production Supervisor/Design Assistant PS-15	DAE in relevant field
6	Training Coordinator (W)/Production Supervisor/Design Assistant	15	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Foreman PS-13	DAE in relevant field OR Inter with (G-II) level Certificate in relevant field.
7	Foreman	13	100% by promotion on seniority-cum-fitness.	Supervisor/Jr. Instructor(Wood)/Electrician PS-11	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
8	Supervisor/Jr. Instructor(Wood)/Electrician	11	100% by promotion on seniority-cum-fitness.	Spray Painter/Sr. Skilled Worker/Mechanic/Electrician PS-10	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
9	Spray Painter/Sr. Skilled Worker/Mechanic/Electrician	10	100% by promotion on seniority-cum-fitness.	Skilled Worker PS-09	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
10	Skilled Worker	9	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Skilled Worker PS-08	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
11	Skilled Worker	8	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Semi-Skilled Worker/Mechanic PS-06	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
12	Semi-Skilled Worker/Mechanic	6	100% by initial recruitment.	Helper PS-05	Matric with 1 year certificate (G-III) in relevant trade.
13	Helper	5	100% by initial recruitment.	Helper PS-04	Middle, should know work of shop/ Lab.
14	Helper	4	100% by initial recruitment.	Workshop Cooli/Helper PS-01	Middle, should know work of shop/ Lab.
15	Workshop Cooli /Helper	1	100% by initial recruitment.	--	--

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c. CERAMICS SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field
2	Project Director/ Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Sr. Instructor/ Dy. Manager (Production)/ Dy. Manager (Design)/Design Engineer/Ceramics Engineer/Dy. Manager Marketing PS-18	Master/ Graduate Engineer/B.Tech with experience in relevant field
3	Sr. Instructor/ Dy. Manager (Production)/ Dy. Manager (Design)/Design Engineer/Ceramics Engineer/Dy. Manager Marketing	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Project Officer/Quality Control Officer/Sr. Instructor/Instructor Computer/Graphic Designer/Production Engineer/Instructor/Ceramics Engineer/Asst. Engineer Kiln PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE
4	Project Officer/Quality Control Officer/Sr. Instructor/Instructor Computer/Graphic Designer/Production Engineer/Instructor/Ceramics Engineer/Asst. Engineer Kiln	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Instructor (Design)/Asst. Production Engineer PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE
5	Instructor (Design)/Asst. Production Engineer	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Supervisor/Job Supervisor/Research Assistant/Foreman/Designer/ Molder PS-15	DAE in relevant field
6	Supervisor/Job Supervisor/Research Assistant/Foreman/Designer/Molder	15	100% by promotion on seniority-cum-fitness.	Jr. Instructor/Jr. Instructor (Ceramics) PS-14	DAE in relevant field OR Inter with G-II/G-III level Certificate in relevant field.
7	Jr. Instructor/Jr. Instructor (Ceramics)	14	100% by promotion on seniority-cum-fitness.	Supervisor PS-13	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.

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8	Supervisor	13	100% by promotion on seniority-cum-fitness.	Supervisor/Demonstrator/Decorator/Artist PS-12	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
9	Supervisor/Demonstrator/Decorator/Artist	12	100% by promotion on seniority-cum-fitness.	Skilled Worker/ Electrician/Kashigar PS-08	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
10	Skilled Worker/Electrician/Kashigar	8	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab/Shop Assistant/Semi Skilled Worker PS-06	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
11	Lab/Shop Assistant/Semi Skilled Worker	6	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Packer/Helper PS-05	Matric G-II/G-III level Certificate in relevant field.
12	Packer/Helper	5	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab Attendant/Helper PS-04	Middle, should know work of shop/ Lab.
13	Lab Attendant/Helper	4	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab/Shop Attendant/Attendant PS-01	Middle, should know work of shop/ Lab.
14	Lab/Shop Attendant/Attendant/ Workshop Cooli/Helper	1	100% by initial recruitment.	--	--

d. LEATHER SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field
2	Project Director/ Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Shoe Designer/Chief Project Officer/Chief Leather Technologist/Chief Instructor Leather PS-18	Master/ Graduate Engineer/B. Tech with experience in relevant field
3	Shoe Designer/Chief Project Officer/Chief Leather Technologist/Chief Instructor Leather	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Leather Technologist/ Instructor CAD/Instructor (IT)/Sr. Instructor (Leather) PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE

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4	Leather Technologist/ Instructor CAD/Instructor (IT)/Sr. Instructor (Leather)	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Sr. Instructor/Instructor (Computer/CAD/Shoe Upper Stitcher/Leather Gloves Stitcher/Leather Garments Stitcher) PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE
5	Sr. Instructor/Instructor (Computer/CAD/Shoe Upper Stitcher/Leather Gloves Stitcher/Leather Garments Stitcher)	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Job Supervisor/Instructor (Leather Tech./Footwear/Chemistry/L. Garments/L. Gloves/L. QC, Dyeing, Finishing/Grading/Pattern Engg./Shoe Component) PS-15	DAE in relevant field
6	Job Supervisor/Instructor (Leather Tech./Footwear/Chemistry/L. Garments/L. Gloves/L. QC, Dyeing, Finishing/Grading/Pattern Engg./Shoe Component)	15	100% by promotion on seniority-cum-fitness.	Instructor PS-14	DAE in relevant field OR Inter with G-II/G-III level Certificate in relevant field.
7	Instructor	14	100% by promotion on seniority-cum-fitness.	Foreman PS-12	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
8	Foreman	12	100% by promotion on seniority-cum-fitness.	Supervisor/Lab. Assistant (Leather Machinery Lab.)/Foreman/Supervisor (Electrical/Machine Mechanic) PS-11	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
9	Supervisor/Lab. Assistant (Leather Machinery Lab.)/Foreman/Supervisor (Electrical/Machine Mechanic)	11	100% by promotion on seniority-cum-fitness.	Skilled Worker/Electrician cum Mechanic PS-08	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
10	Skilled Worker/Electrician cum Mechanic	8	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Semi-Skilled Worker PS-06	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
11	Semi-Skilled Worker	6	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Workshop Cooli/Workshop Attendant PS-01	Matric G-II/G-III level Certificate in relevant field

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12	Workshop Cooli/Workshop Attendant	1	100% by initial recruitment.	--	--
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e. TEXTILE SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field
2	Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Sr. Instructor/Vice Principal	Master/ Graduate Engineer/B.Tech with experience in relevant field
3	Sr. Instructor/Vice Principal	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Textile Sector Project Officer/Instructor/Lecturer PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE
4	Project Officer/Instructor/Lecturer	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Stentering Master/Demonstrator/Asst. Weaving Master/Asst. Spinning Master in PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE
5	Stentering Master/Demonstrator/Asst. Weaving Master/Asst. Spinning Master	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Head Assistant/Asst. St. Master in PS-15	DAE in relevant field
6	Head Assistant/Asst. St. Master	15	100% by promotion on seniority-cum-fitness.	Jr. Instructor/Lab. Technician in PS-14	DAE in relevant field OR Inter with G-II/G-III level Certificate in relevant field.
7	Jr. Instructor/Lab. Technician/Boiler Supervisor	14	100% by promotion on seniority-cum-fitness.	Weaving Demonstrator in PS-09	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
8	Foreman Mechanical Workshop	11	100% by promotion on seniority-cum-fitness.	Skilled Worker/Mechanical Foreman in PS-08 Mechanic in PS-06	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
9	Weaving Demonstrator	9	100% by promotion on seniority-cum-fitness.	Weaving Jobber/Jobber in PS-06	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.

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10	Skilled Worker/Mechanical Foreman	8	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Mechanic in PS-06 (for Mechanical Foremen)/Weaving Jobber/Jobber in PS-06 (for Skilled Worker)	DAE in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
11	Weaving Jobber/Mechanic/Jobber/Electrician	6	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab. Assistant in PS-05	Matric G-II/G-III level Certificate in relevant field.
12	Lab. Assistant/Electrician	5	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Helper PS-04	Middle, G-III level certificate/knowledge of work
13	Helper	4	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Workshop Cooli/Workshop Attendant PS-01	Middle, should know work of shop/ Lab.
14	Workshop Cooli/Workshop Attendant	1	100% by initial recruitment.	--	--

f. AGRICULTURE SECTOR

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Sector Specialist	20	100% by promotion selection on merit	Project Director/ Project Manager PS-19	Master/ Graduate Engineer with experience in relevant field
2	Project Manager	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Chief Instructor/HOD/Associate Professor	Master/ Graduate Engineer/B.Tech with experience in relevant field
3	Chief Instructor/HOD/Associate Professor	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE/DAS quota	Agriculture Sector Chief Trade Instructor/Agri. Development Officer/Agriculture Officer/Instructor/Research Officer PS-17	Master/ Graduate Engineer with experience in relevant field/ DAE/DAS

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4	Chief Trade Instructor/Agri. Development Officer/Agriculture Officer/Instructor/Research Officer	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE/DAS quota	Instructor/STI in PS-16	Master/ Graduate Engineer with experience in relevant field/ DAE/DAS
5	Instructor/STI	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Instructor in PS-14	DAE/DAS in relevant field
6	Instructor	14	100% by promotion on seniority-cum-fitness.	Foreman in PS-11	DAE/DAS in relevant field OR Inter with G-II/G-III level Certificate in relevant field.
7	Foreman	11	100% by promotion on seniority-cum-fitness.	Mechanic in PS-10	DAE/DAS in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
8	Mechanic	10	100% by promotion on seniority-cum-fitness.	Skilled Worker/Senior Electrician in PS-08	DAE/DAS in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
9	Skilled Worker/Senior Electrician	8	100% by promotion on seniority-cum-fitness.	Lab/Shop Assistant/Field Assistant in PS-06	DAE/DAS in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
10	Lab/Shop Assistant/Field Assistant	6	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Fitter cum Store Keeper in PS-05	DAE/DAS in relevant Technology OR Matric G-II/G-III level Certificate in relevant field.
11	Fitter cum Store Keeper	5	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Un-Skilled Worker in PS-04	Matric G-II/G-III level Certificate in relevant field.
12	Un-Skilled Worker	4	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab. Attendant in PS-02	Middle, should know work of shop/ Lab.
13	Lab. Attendant	2	100% by initial recruitment.	--	--

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Annexure-G (Teaching Male)

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, Gulberg-II, Lahore : Phone 042-99268315-19 www.tevta.gop.pk	
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PROMOTION FRAME WORK

b. TEACHING MALE

(FOR GCTS, GTTIS, GTTCS, GSTC AND AMTS WORKING UNDER TEVTA)

Promotion from PS-17 to PS-20 will be considered jointly (All streams will be combined).

For each scale technology wise separate seniorities will be maintained.

The post indicated in frame work which is not mentioned in the bench mark, the promotion on those posts will only be granted after the approval of the competent authority.

Promotion from PS-14 to PS-17 other than GCTs will be considered jointly.

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum Relevant Qualification required for promotion
1	Principal	20	25% by initial recruitment. 75% by promotion selection on merit	Chief Instructor / Associate Professor (Technical Subjects) / Vice Principal PS-19	M. Sc. (Engineering) / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent.
	Professor	20	-do-	Associate Professor / Vice Principal (Related plus Technical Subjects) PS-19	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent.
2	Chief Instructor (GCT & GSTC)	19	30% by initial recruitment. 50% by promotion selection on merit. 20% B. Tech. quota	Senior Instructor / Principal PS-18 (GCT & GSTC)	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) / B. Tech. (Hons) or equivalent.
	Associate Professor (GCT & GSTC)	19	-do-	Assistant Professor / Principal PS-18 (GCT & GSTC)	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) / B. Tech. (Hons) or equivalent.

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	Principal / Director (GCT & GSTC)	19	-do-	Senior Instructor / Chief Instructor PS-18 (GCT & GSTC) / Principal (GTTI) PS-18	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) / B. Tech. (Hons) or equivalent.
3	Senior Instructor (GCT & GSTC)	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Instructor PS-17 (GCT) / Chief Instructor (GSTC)	MBA / M. Com / M.A / M. Sc. / B. Sc. (Engr.) in relevant field / M.C.S / B.C.S (Hons) / B. Tech. (Hons) or equivalent.
	Assistant Professor (GCT & GSTC)	18	-do-	Lecturer PS-17 (GCT & GSTC)	MBA / M. A / M. Sc. / B.Sc. (Hons.) or equivalent in the relevant field.
	Principal (GTT I, GSTC & ATC)	18	-do-	Chief Instructor / Chief Trade Instructor (GTTI, GSTC & ATC) PS-17	B. Sc. (Engr.) in the relevant field. OR B. Sc. (Engr. (Software / Hardware) / B. Tech. (Hons.) OR M.C.S / MIT / M. Sc. (Computer Science) or equivalent.
	Vice Principal (GCT)	18	-do-	Instructor / Lecturer PS-17 (GCT)	MBA / M. Com / M.A / M. Sc. / B. Sc. (Engr.) in relevant field / M.C.S / B.C.S (Hons) / B. Sc. (Hons.) / B. Tech. (Hons) or equivalent.
4	Instructor / Lecturer (GCT & GSTC)	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% DAE quota	Junior Instructor / Lab Technician PS-14 (GCT)	MBA / BBA Honors / M.A / M. Com / B. Sc. (Engr.) / B. Tech. (Hons.) / M.C.S / B.C.S (Hons.) / B. Sc. (Hons.) / B. Tech. (Hons) or equivalent.
	Chief Instructor / Principal (GTTI, GSTC, GTTC & ATC) Assistant Agriculture Engineer / (AMTS) /	17	-do-	Senior Instructor PS-16 (GTTI, GSTC & ATC) / Work Shop Manager / Center Incharge PS-16 (GTTC)	M. Sc. / B.Sc. (Engr.) / B. Sc. (Hons.) / B. Tech. (Hons.) or equivalent in the relevant field.
5	Senior Instructor / Senior Trade Instructor (GTTI, GSTC & ATC) / Work Shop Manager / Center Incharge (GTTC)	16	20% by initial recruitment. 80% by promotion on seniority-cum-fitness.	Instructor / Lab Instructor / Trade Instructor PS-14 (GTTI, GSTC & ATC) / Senior Trade Instructor (GTTC) PS-14.	DAE in relevant filed
6	Junior Instructor / Lab Technician (GCT)	14	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Trade Instructor PS-11. (GTTC)	DAE in relevant filed

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	Instructor / Lab Instructor / Trade Instructor / Senior Trade Instructor (GTTI, ATC & GTTC)	14	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Forman / Supervisor PS-11 / Trade Instructor PS-11. (GTTC & AMTS)	DAE in relevant filed OR Inter with (G-II) level Certificate in relevant filed.
7	Foreman / Supervisor / Trade Instructor (GTTC & AMTS)	11	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Instructor / Skilled Worker (AMTS & GTTC) PS-08 Shop Assistant / Lab Assistant PS-06 (GTTI, GTTC)	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant field.
8	Instructor / Skilled Worker (AMTS & GTTC)	8	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Shop Assistant PS-05 & PS-06 (GTTC, GTTI & GCT)	DAE in relevant filed OR Matric with 2 years certificate (G-II) in relevant filed.
9	Shop Assistant / Lab Assistant (GCT, GTTI & GTTC)	6	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Shop Attendant / Lab Attendant PS-01(GCT, GTTI & GTTC)	Matric with 1 year certificate (G-III) in relevant trade.
10	Shop Attendant / Lab Attendant / Workshop Attendant	1	100% by initial recruitment.	--	Middle, should have lab knowledge

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Annexure-H (Teaching Female)

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, Gulberg-II, Lahore : Phone 042-99268315-19 www.tevta.gop.pk	
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PROMOTION FRAME WORK

c. TEACHING FEMALE

FOR GCTWS, GVTIWS, GTTIWs, GSTCS AND GTTCWS WORKING UNDER TEVTA

Promotion from PS-17 to PS-20 will be considered jointly (All streams will be combined).

For each scale technology wise separate seniorities will be maintained.

The post indicated in frame work which is not mentioned in the bench mark, the promotion on those posts will only be granted after the approval of the competent authority.

Promotion from PS-14 to PS-17 other than GCTs will be considered jointly.

Sr. No.	Designation	Basic Pay Scale	Method of Recruitment	Feeding Cadre for promotion	Minimum relevant Qualification required for promotion
1	Principal	20	25% by initial recruitment. 75% by promotion selection on merit	Chief Instructor / Associate Professor (Technical Subjects) / Vice Principal PS-19	M. Sc. (Engr.) / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent .
	Professor	20	-do-	Associate Professor / Vice Principal (Related plus Technical Subjects) PS-19	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent .
2	Chief Instructor (GCT)	19	25% by initial recruitment. 75% by promotion selection on merit	Senior Instructor / Principal PS-18 (GCT)	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent .
	Associate Professor (GCT)	19	-do-	Assistant Professor / Principal / PS-18(GCT)	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent .

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3	Principal / Vice Principal / Director (GSTC)	19	-do-	Chief Instructor / Senior Instructor / Assistant Professor PS-18 (GSTC, GCTW & GTTIW)	M.A / M. Sc. / B. Sc. (Engr.) / M.C.S / MBA / B.C.S (Hons) / B. Sc. (Hons.) or equivalent .
	Senior Instructor (GCT & GSTC)	18	30% by initial recruitment. 50% by promotion on seniority-cum-fitness. 20% DAE quota	Instructor PS-17(GCT & GSTC)	MBA / M. Com / M.A / M. Sc. / B. Sc. (Engr.) in relevant field / M.C.S / B.C.S. (Hons) / B. Sc. (Hons.) or equivalent .
	Assistant Professor (GCT)	18	-do-	Lecturer PS-17 (GCT)	MBA / M. Com / M.A / M. Sc. / B. Sc. (Engr.) in relevant field / M.C.S / B.C.S. (Hons) / B. Sc. (Hons.) or equivalent .
	Principal / Chief Instructor (GTTIW & GSTCW)	18	-do-	Chief Instructor / Chief Trade Instructor PS-17 (GTTIW, GVTIW & GSTCW)	B. Sc. (Engr.) in the relevant field / M.A Fine Arts / M. Sc. (Home Economics) OR B. Sc. (Engr. (Software / Hardware) OR M.C.S / MIT / M. Sc. (Computer Science) or equivalent for IT post.
4	Instructor / Lecturer (GCT & GSTC)	17	50% by initial recruitment. 30% by promotion on seniority-cum-fitness. 20% quota for 3 Years Diploma	Junior Instructor PS-14 (GCT & GSTC)	MBA / BBA (Hons.) / M.A / M. Com / B. Sc. (Engr.) / B. Tech. (Hons.) / M.C.S / B.C.S (Hons.) / B. Sc. (Hons.) or equivalent.
	Principal / Chief Instructor / Chief Trade Instructor (GTTIW, GVTIW, GTTCW & GSTCW)	17	-do-	Senior Instructor (GTTIW) PS-16 & Instructor (GTTCW) Chief Trade Instructor (GVTIW) / Work Shop Manager / Instructor (GTTCW) PS-16 / Sr. Trade Instructor PS-14 (GSTCW)	M. Sc. (Home Economics) / M.A (Fine Arts) with Graphic Designing OR B. Sc. (Home Economics) / B.A (Fine Arts) with Graphic Designing OR B.A / B. Sc. with DDM / G-II plus one year course in DVTT.
5	Instructor / Chief Trade Instructor / Workshop Manager / Senior Instructor (GTTCW, GVTIW & GTTIW)	16	20 % by initial recruitment. 80% by promotion on seniority-cum-fitness.	Instructor / Junior Instructor / Chief Trade Instructor / Senior Trade Instructor / Senior Instructor PS-14 (GVTIW, GTTCW, GTTIW)	M.A (Fine Arts) with Graphic Designing / Arts / M. Sc. (Home Economics) OR B. Sc. (Home Economics) / DDM with DVTT OR B.A / B. Sc. with G-II / DVG plus DVTT. OR BBA / B. Com / B.A with G-III in Secretarial Trade OR B.A with one year certificate in Beautician trade from recognized Institute.

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6	Instructor / Lab Technician / Senior Trade Instructor (GTTIW, GTTCW, GSTCW)	14	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Trade Instructor / Lab Technician PS-11	DDM from GPI (W) OR Inter with DVG OR Matric with 2 years Certificate (G-II) in the relevant field.
	Junior Instructor / Lab Technician (GCTW)	14	80% by initial recruitment. 20% by promotion on seniority-cum-fitness.	Lab Technician PS-11	DAE in relevant filed
7	Lab Technician / Trade Instructor (GCTW, GTTCW)	11	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Shop Assistant / Lab Assistant PS-06 (GCTW, GTTCW)	DAE in relevant filed OR Matric with 2 years Certificate (G-II) in relevant Trade / ICS or for Computer Trade.
8	Trade Instructor (GVTIW & GSTCW)	10	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Junior Trade Instructor PS-08 (GVTIW & GSTCW)	Diploma in DDM OR Matric with 2 years Certificate (G-II) / DVG plus 1 year DVTT / ICS and equivalent for Computer Trade.
9	Junior Trade Instructor (GVTIW, GTTCW & GSTCW)	8	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Lab Assistant / Shop Assistant PS-06 (GVTIW & GSTCW)	Diploma in DDM OR Matric with 2 years Certificate (G-II) in the relevant trade.
10	Lab Assistant / Shop Assistant (GCTW, GTTIW, GVTIW, GSTCW & GTTCW)	6	50% by initial recruitment. 50% by promotion on seniority-cum-fitness.	Shop Attendant / Shop Attendant / Lab Attendant PS-01 (GCTW, GTTIW, GVTIW, GSTCW & GTTCW)	Matric with 1 year certificate (G-III) in relevant trade.
11	Shop Attendant / Lab Attendant (GCTW, GTTIW, GTTCW, GVTIW & GSTCW) PS- 01	1	100% by initial recruitment.	—	Middle, should have lab knowledge

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Annexure – I (scale wise rate of monthly subscription of provident fund as notified by govt. of the punjab vide notification no. fdsr.1-2/195 dated 29.10.2011)

Basic Scales	Rate of Monthly Subscription
BS-1	212
BS-2	373
BS-3	403
BS-4	433
BS-5	465
BS-6	498
BS-7	530
BS-8	563
BS-9	595
BS-10	635
BS-11	675
BS-12	1160
BS-13	1260
BS-14	1372
BS-15	1520
BS-16	1760
BS-17	2240
BS-18	2800
BS-19	3760
BS-20	4196
BS-21	4656
BS-22	5148

Annexure-J (Annexure TO Notification NO. TEVTA/BUD /PAY/ 2017-18)

BASIC PAY SCALES OF THE TEVTA EMPLOYEES²⁶

<u>Basic Pay Scales – 2016</u>					<u>Basic Pay Scales-2017</u>			
BPS	MIN	INCR	MAX	STG	MIN	INCR	MAX	STG
1.	6,605	240	13,805	30	8,605	290	17,305	30
2.	6,853	275	15,103	30	8,928	330	18,828	30
3.	7,100	325	16,850	30	9,250	390	20,950	30
4.	7,431	370	18,551	30	9,681	440	22,881	30
5.	8,256	420	20,856	30	10,756	500	22,756	30
6.	8,587	470	22,687	30	11,187	560	27,987	30
7.	8,917	510	24,217	30	11,617	610	29,917	30
8.	9,247	560	26,047	30	12,047	670	32,147	30
9.	9,412	610	27,712	30	12,262	730	34,162	30
10.	9,577	670	29,677	30	12,477	800	36,477	30
11.	9,908	740	32,108	30	12,908	880	39,308	30
12.	10,733	800	34,733	30	13,983	960	42,783	30
13.	12,384	880	38,784	30	16,134	1,050	47,634	30
14.	14,861	980	44,261	30	19,361	1,170	54,461	30
15.	15,687	1,120	49,287	30	20,437	1,330	60,337	30
16.	16,513	1,280	54,913	30	21,513	1,520	67,113	30
17.	24,769	1,930	63,369	20	32,269	2,300	78,269	20
18.	33,025	2,400	81,025	20	43,025	2,870	100,425	20
19.	49,538	2,560	100,738	20	64,538	3,050	125,538	20
20.	66,050	3,750	118,550	14	86,050	4,510	149,190	14
21.	99,075	4,150	157,175	14	129,075	5,000	199,075	14
<u>MP-1 or Equivalent</u>		<u>Chairperson</u>						
<u>MP-II or Equivalent</u>		<u>Chief Operating Officer</u>						

²⁶ Annexure 'A' to Notification No. TEVTA/Bud/Pay/2014-15 dated 18-8-2015 (Revised Pay scale, 2015)

Annexure-K (Application Form For Employment)

TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

Please answer each question clearly and completely. The information submitted in this form will be treated by TEVTA as strictly private and confidential		AFFIX RECENT PHOTO
Attach attested copies of CNIC, certificate and other documents.		
1. Name (in capitals)	2. C.N.I.C. No	
3. Father's Name	Occupation	
4. Mailing Address:	Permanent Address:	Position applied for:
Telephone No.	Mobile No.	Minimum Salary Acceptable
Date / Place of Birth:		7. Religion
8. Sex	9. Height: Mtr. Cms.	10. Weight Kgs
11. Martial Status:	<input type="checkbox"/> Married <input type="checkbox"/>	Date / /
12. Spouse Name:		Occupation: (if any)

13. Name (s) of Dependents: (including spouse and children who are dependent on you for support).					
Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

14. Have you any relative in TEVTA? Y ☐ No ☐

If “Yes” state name and Relationship.

15. Have you previously submitted an application with TEVTA? If “Yes” indicated date: / /

TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

APPLICATION FORM FOR EMPLOYMENT

16. Have you ever been arrested, indicated or summoned into court as defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

Yes ☐ No ☐

17. Education. Give full details i.e. School / College / University / Institution.

Name and place	Years Attend	Marks obtained	Main Course of Study

	From	To	Marks obtained	Total Marks	% of Marks obtained	
17.a Computer literacy						
18. Employment Record: (Starting with your present job, list in backward sequence every employment you have had. If you need more space attach additional pages of the same size).						
Name of Employer	Designation	Salary	From	To	Reason for leaving	
19. Have you any objection to our making inquiries from your present or ex employer?						
<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>						
20. Reference: List two persons not related to you, who are familiar with your character, qualifications and competence whom TEVTA may contact at any time.						
Full Name		Full Address and Phone No.		Business or Occupation.		

21. State any other relative facts, which in your opinion may be of interest in considering your appointment

22. I certify that the statements made by me in answer to the foregoing questions are true and complete to the best of my knowledge and belief. Permission is given to make such investigations as are necessary on the information given above, I understand that any misrepresentation or material omission made herein or in any other document requested by TEVTA renders an Employee liable to dismissal.

Applicants Signature

Date:

Note: Attach all testimonials including educational certificates, experience certificates, computer literacy certificates and domicile / C.N.I.C etc.

DETAILS OF AMENDMENTS

Footnote nos.	Amendment regarding	Reference
1.	Probation Clause	Added Vide 9 th Emergent meeting of Authority, dated 11-1-2021; and subsequent notification No.TEVTA/Ammends-TSR/2021 dated 04-2-2021
2.	Appointment on Temporary / Contract	Approved in 9 th Emergent Meeting of the Authority held on 11.01.2021 and notified vide no. TEVTA/M-HR/Amend-TSR/2021 dated 04.02.2021
3.	Promotions	Approved in 58 th Meeting of Authority and notified vide no. TEVTA/HRM/TSR/2016-17/557 in accordance with TEVTA Promotion Policy notified on 08.03.2013
4.	Regularization of TEVTA employees	Approved in 47 th meeting of Authority and notified vide no. TEVTA/Admn/Regularization/20-2016 dated 11.03.2016
5.	Provident Fund Scheme for TEVTA Employees	Notified vide no. TEVTA/Budget/PF/2015-16 dated 05.04.2016
6.	Appointing Authorities For Recruitment at TEVTA Head Office	Vide 45 th Board meeting, dated 15-02-2013; and subsequent notification No.TEVTA/Admin/20-66 dated 08-03-13
7.	Selection Committees for the posts of Deputy Director Generals / Regional Directors/Directors and District Director	Ibid
8.	Selection committee for the posts of PS 1 to 15**	Ibid
9.	Selection Committee for the posts of PS 19 & Above	Added Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16
10.	Selection Committees for the posts of Assistant Professors / Principals/Deputy Directors (PS-18 & equivalent)	Added Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16
11.	Selection Committee for the posts of Trade Instructors / Assistants / Accountants /Clerks / Drivers / Naib Qasids etc. in PS-01 to PS-14 or equivalent	Added Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16
12.	Criteria for Recruitment in PS-01 to PS-4 or	Replace Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-

Footnote nos.	Amendment regarding	Reference
	equivalent	16
13.	Criteria for the posts in PS-05 and above	Replace Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16
14.	Notes (Interview)	Replace Vide 56 th Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16
15.	Revision of Basic Pay Scales 2017	Revision of Basic Pay Scales and Allowances of TEVTA Employees were revised in 60 th Meeting of Authority held on 15.09.2017 and notified vide no. TEVTA/Budg/Pay/2017-18 dated 20.10.2017
16.	Posts & Scales	Approved in 66 th Meeting of Authority and notified vide no. TEVTA/M-HR/CA/2021 dated 26.04.2021
17.	Transport Monetization Policy for TEVTA employees (PS 19 & above)	Initial decision was made in 65th meeting of Authority held on 17.11.2020 wherein monetization allowance was approved as a matter of policy with few subsequent recommendations incorporated & duly approved in the 66 th meeting of the Authority held on April 05.04.2021. The same was notified vide no. TEVTA/GM /HR/P&SHD /2021 dated 26.04.2021
18.	Ad-Hoc Relief Allowance 2011 & 12	54 th Board meeting, dated 10-08-15; and notification No. TEVTA/Bud/Pay/2015-15, dated 18-10-2015
19.	Grant of Hill Allowance for TEVTA Employees	Approved in 57 th meeting of Authority and notified vide no. TEVTA/Bud/Hill.All/2016-17 dated 13.10.2016
20.	Adoption of Punjab Travelling Allowance Rules 1976 for TEVTA Employees	Adoption of Punjab Travelling Allowance Rules 1976 for TEVTA Employees was approved in Emergent Meeting of Authority held on 30.11.2017 and notified vide no. TEVTA/GM/HRM/2018/45 dated 03.05.2018
21.	Revision of Daily Allowance of Chairperson TEVTA and Authority Members	Revised rates were approved in 66 th Meeting of Authority held on 05.04.2021 and notified vide no. TEVTA/M.HR/CA/2021 dated 26.04.2021
22.	Revision of Daily Allowance of Chief Operating Officer TEVTA	Revised rates were approved in 66 th Meeting of Authority held on 05.04.2021 and notified vide no. TEVTA/M.HR/CA/2021 dated 26.04.2021
23.	Financial Assistance Package to the family of a TEVTA Employee who dies while in Service	Approved in 62 nd meeting of Authority held on 09.02.2018 and notified vide no. TEVTA/Bud/F.Assistance/2018-19
24.	Adoption of Rule 17-A	Approved in 59 th Meeting of Authority held on 10.04.2017 and notified vide no. TEVTA/M.HR/BM/2017 dated 07.08.2017
25.	Clarification regarding	Clarified vide letter no. TEVTA/GM(HRM)/17-A dated

Footnote nos.	Amendment regarding	Reference
	Rule 17-A	05.01.2018
26.	Revised pay scales 2015	Annexure 'A' to Notification No. TEVTA/Bud/Pay/2014-15 dated 18-8-2015 (Revised Pay scale, 2015)